

Frequently Asked Questions

What is meant by “Lost progress towards goals and deliverables” Salary Impact?

The percentage of lost effort is a judgement call based what you feel they would have accomplished if they were working under normal circumstances.

Another way to think about it is what % of their pay will be needed to catch back up. If you lost 25% progress, then 25% of their normal pay would be needed to catch the project up once things return to normal. This calculation will be a basis for justifying a supplemental funding request (if the sponsor will allow) or qualify for stimulus funding (if that opportunity is presented).

What should be entered for Non-Salary Impact?

These amounts and reasons should include lost costs or financial impact due to COVID-19. Examples could include: costs associated with unreimbursed travel, cancellation fees, rehiring/recruiting, training, recommissioning, replacing cell lines, replacing animal models, buying gasses/chemicals, replacing expired materials, abrupt shut-down of face-to-face human subjects data collection, changeover to remote data collection procedures and other shut down or ramp-up costs. Non-salary amounts should be totaled and entered along with a short description once for each grant.

Are their examples or scenarios of “lost impact” to assist in the thought process?

Yes. Percentages will be entered (from a drop down menu) based on the assessment or judgement you make for each cost distribution. For example:

- If you have a **half-time (FTE)** graduate research assistant **paid 100%** from your project and you feel they **accomplished three-quarters** of what they would have normally. You would enter or express that as a **25% loss** in progress.
- If you have a **full-time (FTE)** research scientist **paid 25%** from your project and you feel they accomplished about a **quarter** of what they would have normally. You would enter or express that as a **75% loss** in progress.
- If you have a person who is **off completely** because a lab closure or perhaps they were unable to work because of a COVID related leave (child care, ill family member or their own illness). You would enter or express that as a **100% loss** in progress.

What are the reasons I can select for the impact/loss?

We have pre-populated the application with 7 reasons for lost progress (drop down menu). You will be asked to select one of these reasons from a drop down menu. If you select 0% (no loss) you should select “No Impact ...” otherwise you should select the reason that best matches your situation.

1. No Impact – Able to Continue Planned Progress (0%)
2. Restricted Facility Access
3. Restricted Human Subjects Research
4. Restricted Animal Research
5. Restricted Travel
6. Effort Repurposed to COVID-19 Activity
7. Off COVID-19 Leave
8. Other

How will these data be used?

Data collected will provide the University Administration with quantitative information necessary to comply with federal/OMB requirements and provide a complete picture of the impact through June 30, 2020 for our internal use and use by President Daniels for his upcoming testimony to the House Science, Space and Technology Committee who is looking into the impact of COVID-19 on the U.S. Research Enterprise – primarily universities.

The data/information you report will be aggregated by employee, principal investigator, department, college and campus as well as a by sponsored program, grant, sponsor and sponsor type to estimate of the financial impact of the COVID-19 crisis on externally sponsored programs.

It will provide the University with information necessary to better measure and quantify the impact so that we are in a better position to advocate for resources in the event that a funding opportunity arises. This exercise will move us on the spectrum from purely qualitative information to more quantitative data that can be reported.

If grant or project specific supplemental funding opportunities arise from a sponsor, the Principal Investigators will be consulted and the data collected will assist in formulating project specific requests. At this point no such requests have been received.

How does this reporting and information relate to University Effort Reporting through SEEMLESS and other sponsor related person-month or effort reporting?

It is important to note that these are extraordinary and unprecedented times. OMB's guidance M-20-17 issued March 19, 2020 and later supplemented with M-20-26 on June 18, 2020 said: *“awarding agencies may allow recipients to continue to charge salaries and benefits to currently active Federal awards consistent with the recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal.”* Purdue has such a policy and we utilized this guidance to continue to charge salaries through June 30, 2020 as they were charged prior to the COVID-19 crisis even though researchers and labs may not be operating at full capacity. This reduced efficiency and productivity loss from unexpected changes such as work location or project tasks due to the COVID-19 crisis is exactly what these data are being collected to measure. Because it is more quantitative than the information we have now it is expected to provide a reasonable estimate of lost progress towards the sponsored project's objectives and a measure of the resources that may be required in the future to restore project progress towards expected deliverables.

Compensation currently being charged under President Daniels guidance that faculty, staff, graduate and post-doc staff will be paid through June 30, 2020 (or, the end of their contract period, whichever first occurs) is consistent with OMB M-20-17 and is allowable to most federal projects, by exception, and is expected to be reported on effort certifications and sponsor reports as time worked. These data have no bearing on effort certifications, person-month reporting or other sponsor related effort declarations.

Impact on non-federal projects is also being captured through this process and will be utilized once additional guidance from non-federal sources is received.

Will I get an opportunity to provide estimates for other non-salary financial implications on my sponsored program accounts?

Yes. We have added to the application, ability to enter non-payroll related data. This will allow us to assess the entire financial impact. Some non-salary impact examples may include: costs associated with unreimbursed travel, cancellation fees, recommissioning equipment, replacing cell lines, replacing animal models, buying gasses/chemicals, replacing expired materials, abrupt shut-down of face-to-face human subjects data collection, changeover to remote data collection procedures and other shut down or ramp-up costs.

How often will these estimates be requested?

Barring any further closures or shutdowns, it is anticipated that this is the last time we will be requesting this information so your participation is vital. We have provided the link and access to this application and your portfolio periodically throughout the COVID impact period until our labs and facilities reopen and business returns to normal. The information for each release combines payroll data from the start of March 2020 through the last day of the month just ended. For this rollout, payroll was loaded for the following dates based on your appointment and payroll frequency:

Monthly AY Exempt (March 1 –May 17) (PP 3, 4, 5, 6);

Monthly FY Exempt (March 1 –June 30) (PP 3, 4, 5, 6);

Biweekly Exempt (March 16 –July 5) (PP 7, 8, 9, 10, 11, 12, 13, 14);

Biweekly Non-Exempt (March 16-July 5) (PP 7, 8, 9, 10, 11, 12, 13, 14);

For the References to the Pay Dates: <https://www.purdue.edu/hr/buspur/calendars/>

By providing the combined data you will have the opportunity to look at the entire period and assess the impact or the lost progress towards goals and deliverables from the start of the COVID crisis. Any adjustments in payroll distribution or errors that were found and corrected should appear in the summary payroll data each time the application is distributed. Information on what you entered last period will appear in the Summary of Co-PI Employees.

What if I don't complete the information for my employees?

Since this information will be the basis for justifying supplemental funding requests or used to justify allocations of stimulus funding (if those opportunities are available), failure to provide information provides us no basis for making these requests, allocating any resources or advocating on your behalf. Compliance is in your best interest. You will still be accountable to your sponsors for your projects stated goals and deliverables.