



OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

March 16, 2020

Hello to all,

First please let me emphasize the well-being and safety of our team members is of highest priority. The current health crisis our nation faces is something we all must be concerned over and do our best to support one another. As you are aware, the University has for the most part closed the campus for this week. I have met with the management team this morning to address many of the concerns that are being raised by the research community and to ensure continuity of operations and in consideration of employee needs:

- The Research Foundation will provide services to the research community during the coming week.
- Please forward any inquiries via email to your regular point-of-contact during this time.
- As indicated in the University alerts “Researchers who cannot pause lab or other projects will continue to have access to necessary university facilities.”
- The Research Foundation as a professional service provider is committed to supporting researchers in these efforts while ensuring the health and safety of our personnel.
- Research Foundation Operations – Tuesday 03/17/2020 to Friday 03/20/2020
 - The Research Foundation will maintain on-site coverage from 8:00 to 12:00 each day.
 - Staff members that do not have the ability to work remotely should plan on being on-site during their typical schedule, as needed, to meet business needs.
 - If your personal situation creates a hardship, please contact your supervisor to discuss alternative plans.
 - Staff members that currently have the capability to work remotely through VPN access are encouraged to do so. However, if you choose to work on-site at any time during the week please notify your supervisor.
 - Normal payroll deadlines and schedule will be adhered to --- payroll transmission on Wednesday for Friday pay day.
 - Immediate pay and vendor checks will all be prepared and mailed on Thursday.
 - Procurement and required approvals are expected to continue.
 - The Research Foundation will continue operations through this week; however, services may be limited and somewhat slower than normal.
- Directors and supervisors in university labs and centers should develop plans for continuity of necessary operations in keeping with university guidelines.
- Compensation matters will be handled in accordance with standing Research Foundation policy below:

Compensation during designated closings --- (While not a designated closing, the following policy will be the official guidance in a limited closure environment.)

Regular status employees and postdoctoral associates who are not required to report will be paid their usual salary. Leave eligible employees on pre-approved leave during an authorized closing will not be charged leave for the closing hours and will be paid their usual salary. Regular status

employees who are required to work and who are eligible for overtime pay (non-exempt), will be paid for time worked plus suspended time awarded to other employees. Regular status employees and postdoctoral associates who are not eligible for overtime (exempt) and who are required to work may be granted time off equal to the hours they worked, at the discretion of their supervisor.

Non-exempt temporary employees and casual student employees who are not required to report will not be paid for this time. Temporary employees and casual student employees who are required to work will be paid for actual hours worked, plus the suspended time they were scheduled to have worked.

- Federal agencies with the exception of the National Institutes of Health (NIH) have provided limited information on treatment of compensation matters. NIH guidance is below:

Cost Related Flexibilities/Expenditure of Award Funds

Salaries:

NIH understands that many researchers may be unable to work as a result of or related to the effects of COVID-19. If a recipient organization's policy allows for the charging of salaries and benefits during periods when no work is performed due to the effect of COVID-19, regardless of the funding source, including Federal and non-Federal, then such charges to NIH grant awards will be allowable.

Reminder: NIH awarding Institutes/Centers (ICs) may request documentation to confirm the requirements of institutional policies.

Stipends:

Institutions affected by COVID-19 may continue to provide stipend payments to fellows and trainees who may be unable to work as a result of or related to COVID-19. Recipients should notify the assigned grants management official, and provide documentation demonstrating the effect of COVID-19, and how long the institution will be affected.

Travel:

Non-refundable costs associated with grant-related travel that has been cancelled due to COVID-19 may be charged to the NIH award if they would have otherwise been allowable. See NIH GPS 7.9.1 for detailed information on the allowability of travel expenses.

- The Research Foundation will continue to monitor information as it comes available.

As always, thank you for all of your on-going support. Be safe and stay healthy!

With regards,

Julian

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