



Decision Tree for Researchers/Principal Investigators when Notification received to stop, pause, or suspend work on your sponsored award

Confirm that OSP has also received notification

Work with OSP and your unit finance administrator to issue notifications and cancellations as needed for project commitments such as subcontractors, open POs, etc.

Are there individuals currently working on this award?

YES

Can the individuals redirect their effort to another sponsored award or non-sponsored activity*?

YES

NO

Notify OSP and EVPR offices of plan as quickly as possible (within two business days of receipt of the notice). Notify your local finance/HR administrator to redistribute their pay to the appropriate worktag (from the date of the stopwork order forward).

Notify OSP and EVPR offices of plan as quickly as possible (within two business days of receipt of the notice). Work with your local HR representative to determine the appropriate next steps based on their personnel classification (alternatives will include paid or unpaid leave and separation from the Institute)

NO

As needed, work with OSP and your unit finance administrator to issue notifications and cancellations as needed for project commitments such as subcontractors, open POs, etc.

* Will require coordination with unit finance reps to move charges; may require coordination with unit leadership, including Associate Deans for Research, to identify allowable activities in support of Georgia Tech

Note: No charges related to this activity on or after the date of the notification should be made to the worktag(s) associated with the sponsored award. Additional quidance on appropriate movement of costs, if needed, will be provided to unit finance reps.

Questions? Contact Saeedah Hickman in the EVPR office at shickman@gatech.edu





Decision Tree for Researchers/Principal Investigators when Notification received to review activities being performed on sponsored awards

Confirm that OSP has also received notification Could any activity on the award be reasonably considered a prohibited activity based on the guidance in the notification? YES NO Are there individuals currently working on this award or planning to work on the award in the near future? NO Can individuals redirect their effort to another sponsored award or non-sponsored activity*? Notify OSP and EVPR offices of plan as Notify OSP and EVPR office of plan as quickly as Continue work. Note that quickly as possible (within two business possible (within two business days of receipt of future justification for the days of receipt of the notice). Notify your the notice). Work with your local HR decision may be required by local finance/HR administrator to representative to determine the appropriate the sponsor, auditors, or redistribute their pay to the appropriate next steps based on their personnel other entities. worktag (from the date of the stop-work classification (alternatives will include paid or order forward). unpaid leave and separation from the Institute) Are there commitments (subcontracts, open purchase orders, etc.) NO related to this activity that need to be canceled? Work with OSP and your unit finance administrator YES Questions? Contact Saeedah Hickman in to issue notifications and cancellations as needed. the EVPR office at shickman@gatech.edu