



## **Guidance for Unit and College-level Administrators when notification received to stop work or review activities on sponsored awards**

*\* Please refer to the “Fed Pause Decision Tree” provided to the research community for context*

*You should receive notifications from Principal Investigators (PIs) and/or the Office of Sponsored Programs (OSP) when notification has been received from the sponsor. This document is intended to provide guidance on the finance and human resources actions that will likely be required.*

- **Any charges (salary, benefits, tuition remission) for employees whose personal services costs are currently charged or future charges/encumbrances to the sponsored award should be moved to a different designated account within the unit. This will be effective from the date of the notification from the sponsor.**
  
- 1. The PI will likely have the best knowledge of the activity the individuals are performing and can indicate if there is another sponsored program to which their allowable work can be shifted. Other acceptable sources of funding can include, but are not limited to, start-up funds, GTF funds, or GTRC funds associated with the PI and/or their research program.
- 2. If funds are not available within the PI’s portfolio, the PI should discuss alternative School/Center sources with the Chair/Center Director and finance representative.
- 3. If funds are not available within the School/Center, the PI should discuss alternative College sources with the Dean and College finance representative.
- 4. If no funds are available within the College, a request can be made to the Executive Vice President for Research (EVPR) office, via Rusty Edwards.

These discussions should occur as quickly as possible. If it is determined that work being performed by individuals cannot be funded or is no longer needed, the College HR representative should be notified so Georgia Tech HR can work with the PI to determine appropriate actions.