



March 23, 2020

To the UMB Research Community:

During Step 2 of the University of Maryland, Baltimore's (UMB) response to the novel coronavirus (COVID-19) pandemic, UMB's [COVID-19 Telework Policy](#) (March 12, 2020) authorized administrative leave with pay to regular nonessential employees, including post-doctoral fellows, whose job functions are not able to be performed remotely, as determined by their supervisor and regardless of funding source.

The U.S. Office of Management and Budget (OMB) has released a memorandum, [M-20-17](#), "*Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations*" which provides administrative relief as listed in [M-20-11](#) (relief to recipients of awards that support the continued research and services necessary to carry out the emergency response related to COVID-19) to an expanded scope of recipients affected by the loss of operational capacity and increased costs due to the COVID-19 crisis. The notice extends to all federal agencies, including the Department of Defense.

These OMB exceptions are time limited and will be reassessed by OMB within 90 days. OMB advises program managers to be prudent in their stewardship of Federal resources which includes giving consideration to potential offsets, e.g. reduction in training and travel.

The following information (summarized from NOT-OD-20-086) is relevant to grant-supported UMB employees on administrative leave due to the UMB Step 2 pandemic plan and to grant-supported activities affected by COVID-19. Questions should be referred to Dennis Paffrath, Associate Vice President, and Sponsored Programs Administration for further information.

Salaries:

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 grant awards will be allowable.

Note: Awarding agencies and/or auditors from the Office of Inspector General may request documentation to confirm the requirements of institutional policies. UMB Interim President Bruce E. Jarrell's approval of administrative leave through COVID-19 Telework Policy is the documentation that supports administrative salaries to be charged to awards.

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 canceled due to COVID-19 may be charged to an award if they would have otherwise been allowable.

Conference Registration Fees:

Non-refundable registration fees for conferences, symposiums, or seminars that have been canceled due to COVID19 may be charged to the award if they would have otherwise been allowable (e.g., necessary to accomplish program objectives).

Federal Agency-Supported Meetings and Conferences:

Scientific meetings, conferences, and workshops supported by federal funding may be delayed or canceled due to COVID-19. Non-refundable costs associated with federal supported meetings and conferences affected by COVID-19 are allowable and may be requested as an administrative supplement to the appropriate funding agency. Recipients should contact their assigned grants management specialist and program official to provide documentation demonstrating the effect of COVID-19. The funding agency will work with the recipient to address the impact on the grant.

As this public health emergency continues, recipients may identify additional cost-related flexibilities that are needed. Federal agencies will consider such requests on a case-by-case basis. Contact your assigned grants management specialist and program official to provide a detailed justification outlining the effect of COVID-19 and the flexibility required. They will consider such requests in line with the federal cost principles and policy.

Sincerely,

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