Internally Funded Student Appointments and Internal Grant FAQs, May 5, 2020

1. My work is supported by an internal grant from ORI (SFSA, FRACCAA, TD Fund or COVID-19 response grant), can I do the work and hire students on the grant?

Research can continue as long as the work can be done remotely and does not require travel or any unallowed activity as determined by WMU, the state and public health officials and any required events related to the work have not been canceled. However, any expenses on the grant must meet university requirements as essential and any appointment of any personal must be approved by the VPRI and Provost. All recipients are asked to be thoughtful about any appointments or procurement off internal grants in light of the current financial instability caused by COVID-19.

PROCESS: WMU has a hiring freeze in place for internal funds. All recipients are asked to be thoughtful about any appointments and procurement off internal grants in light of the current financial instability caused by COVID-19. For processing appointments on an internal grants managed by ORI, even though the funds are in departments, approval is required. The department will fill out the hiring approval form requesting approval. Please note there is a separate form for student appointments on internal funds. The department will send a pdf of the HR appointment form from the system and the hiring approval form to the VPRI and Kay Mortellaro to review relative to the grant budget and scope. The VPRI reviews and returns preliminary review approval by email to Provost for final approval. The Provost will inform the department and HR of the final decision.

2. My research is funded from my IDR/WRAP account or other department or college funds, can the work continue?

Work on research projects can continue as long as the work can be done remotely and does not require travel or any unallowed activity as determined by WMU and the state. Any expenses, however, including hiring or appointments may not be permitted and is subject to approval. All recipients are asked to be thoughtful about any appointments or procurement off internal funds in light of the current financial instability caused by COVID-19. Any expenses on these funds must still meet the original requirements of allowable expenditures https://wmich.edu/policies/wrap. Any student appointments must follow the process documented above, any staff appointments must follow the WMU firing freeze exception process.

3. Can I purchase supplies from an internal grant?

All recipients are asked to be thoughtful about any procurement off internal grants in light of the current financial instability caused by COVID-19. Please note that Procurement may require justification from PIs that outlines why new supplies are essential. And where possible, please consider delaying purchases.

4. Can I travel on an internal grant?

Many of these internal grants require significant travel, which is currently not permitted.

5. Can I buy research equipment?

If it is externally funded and is necessary to fulfill the aims and scope of the grant or contract, then yes, you can proceed with purchase. If it is a replacement needed for an internally funded ongoing program, this may or may not be allowable and would need to be approved. All recipients are asked to be thoughtful about any procurement in light of the current financial instability caused by COVID-19.