WMU research hiring and procurement Instructions for externally funded grants and contracts: updated May 1, 2020

1. Can I appoint graduate or undergraduate students on an external grant or contract?
   - Grants and contracts from external federal, state local and nonprofit sponsors can continue operations according to the scope of the grant or contract as long as the work can be performed remotely and in accordance with all WMU and state requirements on social distancing.
   - Grants and contracts from industrial sponsors can continue as long as the PI understands and confirms the terms that expenses incurred will be covered by the sponsor and the sponsor confirms the work can continue to be done remotely. Work cannot continue if the sponsor does not make full timely payments or issues a stop order.

   **PROCESS:** Grants and contracts currently reviews appointments via the electronic HR system. ORI grants and contracts staff will perform their normal review via the HR system confirm with the VP for Research and Innovation (VPRI) any approval of a hire. Once approved the VPRI will send the approval to HR to process copying the Vice President of the unit where the appointment will occur.

2. Can I hire staff on an external grant or contract?
   - The same terms for sponsors apply as above.

   **PROCESS:** Grants and contracts currently reviews appointments via the HR system. In addition to submitting the HR process on line the department should also email to their ORI grant and contract accountant the required hiring approval form. ORI grants and contracts staff will perform their normal review via the HR system and confirm with the VP for Research and Innovation (VPRI) any approval of a hire. Any HR action with a grants and contracts and VPRI approval will be sent to the WMU hiring review committee, who will review and send approval to HR to process and inform the department.

3. 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 replacement equipment is needed for an internally funded ongoing program, this may not be allowable and would need to be approved in light of the COVID-19 financial environment.

4. How does this impact university cost-share commitments on my sponsored project?

   Prior cost-share commitments for externally sponsored grants and contracts will be honored by the university.

5. Will WMU provide cost-share for external grants?

   External grants that require a mandatory cost-share will require approval and can expect a higher level of scrutiny in light of the COVID-19 financial environment during the remainder of FY20 and FY21. Voluntary cost-share is highly unlikely under the current circumstances. The graduate student incentive plan for voluntary cost share will receive a much higher level of scrutiny and a new form is available at https://wmich.edu/research/funding/internal/incentive-program.
• WMU has a cost share form and mandatory process that must be followed, https://wmich.edu/research/cost-share,
• Any cost share requests are encouraged as soon as the proposal preparation begins, but not less than three weeks in advance of the submission deadline.
• The form must be submitted to the VPRI for review and approval even if all cost-share funding is coming from the PI, department or college.
• All PIs are strongly encouraged to start a discussion with the VPRI before beginning any application to an external funding program that requires cost-share.

This document is informed by the University of Michigan FAQs