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| **This message to all faculty, deans, directors and department heads has been approved by Stacey Patterson, Vice President for Research.** |

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| Members of the FSU Research Community, With the potential for a federal government shutdown, you may be concerned about how this will affect your federally funded grants or contracts. While the requirements varysomewhat by agency, the approaches are similar. **In most cases, your research should continue during this period. Absent notification to the contrary, researchers maypresume that they can proceed as normal.** However, there will be some impacts, as detailed below. **Florida State University Federal Government Shutdown Guidance****General Expectations:*****While, in most cases, a federal shutdown will not require discontinuing research activities,***there will be some impacts to the administration, distribution, and funding of federal contracts and grants. While it is important to note that each federal agency will apply unique procedures and protocols, including the issuance of their contingency plans, FSU can generally expect the following during a shutdown: 1. Agencies will be prohibited from issuing new grants/contracts or amendments, including those for continued funding increments, supplements, or no-cost time extensions requiring explicit prior Federal awarding agency approval.2. Most agencies’ staff will not be working. Inquiries about upcoming deadlines, proposal preparation, applications, or actions requiring prior approval will likely go unanswered until the shutdown is resolved.3. The agencies’ proposal review process will be delayed.4. Grant payments from the agencies will be stalled.5. Principal Investigators (PIs) should continue to meet all deadlines outlined in their awards and should be able to submit annual and final project reports and Project Outcomes Reports via Research.gov.6. Once the shutdown is lifted, there will still be delays as the federal government resumes its operations. Do not expect grants and contracts to be immediately issued the day or week after the shutdown ends.7. Research projects and FSU employees who will be most directly impacted are those with the closest ties to a federal agency or federal employees. This couldinclude cooperative agreements with a federal research partner, FSU students receiving direct stipends from the federal government under training grants, andFSU projects or employees working on-site at a federal facility. **Impact on in-progress federally funded awards:*** **Conduct of Research:** Generally speaking, a government shutdown will have little to no immediate impact on the ability of in-place federally funded research to continue. **Absent notification to the contrary, researchers may presume that they can proceed as normal.**
* **Collaborative Projects Requiring Access to Federal Facilities/Staff:** For federally funded work that requires access to federal facilities or federal staff affected by a shutdown, the Principal Investigator (PI) should evaluate whether there are portions of the work that can continue. For cooperative agreements, the PI should perform this analysis prior to the shutdown in consultation with the federal program manager and departmental leadership. If the work cannot continue without access to federal facilities/staff, the department should determine if persons working under the agreement can be redirected to other work and/or fund sources. If such redirection is not feasible, the department should work with Human Resources’ Employee & Labor Relations (ELR) of to identify next steps.
* **Federal Agency Direct Pays:** Each department should attempt to identify employees paid directly by a federal agency affected by a shutdown. For example, a few NSF fellows are paid directly by NSF. The department housing these employees should evaluate locally available financial resources to determine how and whether these employees can be paid by the University from other fund sources. This assumes that such individuals can continue their work (i.e., if they do not need access to federal facilities/staff to do their work). Alternate funding sources could include SRAD, E&G, unrestricted FSU Research Foundation funds, or Foundation funds, under the assumption that such sources will be made whole once the government reopens and reimburses the University for such expenditures.
* **Federal Expenditure Reimbursement:** The University will not be able to receive reimbursement but will cover the costs of federally funded research during the shutdown (pending receipt of the funds from the agencies following the end of the shutdown). The  determination of how long federally funded projects can be supported by the University funding depends on the shutdown length and the level of funding needed. If the shutdown lasts an extended period and there needs to be any changes to the research expenditures being incurred, further guidance will be provided to the FSU research community.

**Stop Work Orders*** Some federal contracts contain a clause that gives the federal agency sponsor the right to order FSU to stop performing work. If an agency exercises this right under a specified contract, FSU would not be reimbursed for expenses incurred between the effective date of the Stop Work Order (SWO) and when the order is rescinded.
* If a researcher or department receives or is notified of a SWO from a federal agency, they must immediately provide a copy of this correspondence to Sponsored Research Administrations (SRA) and implement a series of steps to stop work on the project. This may include canceling any cancelable orders, notifying subawardees, subcontractors, and consultants (through SWOs or termination notices) that they must stop work on the project, notifying personnel working on the project, and working with Human Resources’ Employee & Labor Relations (ELR) to address any staffing concerns. If other fund sources/projects are available, it may be advantageous to move personnel onto other projects (to the extent allowed by that funding source).
* If FSU receives a SWO from a pass-through entity, SRA will clarify with the passthrough entity whether they received an official SWO from the prime federal sponsor, and obtain a copy of the federal SWO. (In some cases, a federal SWO has not been issued to the pass-through entity, and work can continue, although payments may be delayed until the government re-opens.)
* Depending on the department’s other available resources and risk tolerance, departments should review any lease costs that would have been paid with federal funding affected by the SWO. Departments should determine how they will pay the lease if they stay in the building or contact Facilities to determine if they can/should terminate the lease agreement. Note that lease terminations often require advance notice. If the leased building houses University-owned equipment, the department should determine an alternate space and a method of transportation for such equipment.

**Potential student impacts*** It is recommended that the Graduate School and/or Financial Aid Office identify any students working on federally-funded research projects for course credit. If the students cannot complete such work due to a federal shutdown, the University will explore whether the students can engage in unaffected activities that could count for partial credit (for example, a classroom component or independent study). Students who fall below a certain number of units per quarter (or semester) could risk jeopardizing their student aid financial packages and should consult with a financial aid advisor.
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| This email was sent by Florida State University222 S Copeland Street Tallahassee, FL, 32306, US© Florida State University 2023[**Privacy Policy**](https://click.message.fsu.edu/?qs=e4c51da21571ce006bea5ea45551210f93177b812c490dfd758e1f1b7c032fc42ae5e009168c61a49c44726800cd613bc90379270acb63b9) |

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