



MEMORANDUM

TO: Faculty & Staff

FROM: Anthony K. Wutoh, Ph.D.
Provost & Chief Academic Officer

DATE: April 21, 2020

SUBJECT: Processing 2020 Summer Sponsored Project Activity

In alignment with Howard University Academic Continuity of Operations Plan and the Emergency Telework Procedure, all sponsored research program activities being conducted during both summer sessions should be moved to a virtual and online environment. Residential, or face-to-face summer programs will not be allowed between May - August 2020.

This memorandum includes a listing of staff members who will have direct responsibility for submitting ePAR requests associated with sponsored project summer activity. To ensure that you are providing the correct funding information to these individuals, please review your Grants Management Report(s), meet virtually with your Grant Analyst in Research Administrative Services, or meet virtually with the Grants and Contracts ePAR Team to determine the available budget for your project(s). The dates for this year's summer activity are **May 10, 2020 to August 1, 2020**.

Please submit all ePAR related requests no later than **Thursday, April 30, 2020** Requests sent after this date will be delayed in processing or payment.

This year, **ALL Grant Related Summer ePARs** will be submitted by the following individuals according to responsible area:

ePAR Administrator	Responsible Area
Pamela Clarke (Office of Research) Youlander Greene (Office of Research)	College of Dentistry College of Nursing & Allied Health Sciences Office of The Provost School of Divinity School of Law School of Business

ePAR Administrator	Responsible Area
Gail Cash	College of Arts & Sciences
Patrick Daley	School of Education
Rebecca Pannick & Julie Sanders	College of Engineering & Architecture
Tiffany Pearson	School of Social Work
Natasha Tiller	College of Pharmacy
Calena D. Smith	School of Communications
Tammy Price	College of Medicine
Jacqueline Simms	Graduate School

To streamline this process, please complete the **ePAR Submission Form** (also attached) that will allow you to include details about who will work, start and end dates, amount to be paid, the project number, and whether they are a new hire. If you have not identified the individual, type "TBD" for the name. Once complete, please email the form to the appropriate ePAR administrator with a copy to huogm@howard.edu with "**Summer Activity**" as the subject line.

Attention

It is very important that we receive fully completed **ePAR Submission Forms**. If any grant-related ePAR 's are submitted by individuals other than the aforementioned ePAR administrators, they will be denied. Also, failure to meet the April 30th deadline may result in delayed payments.

Faculty Summer Salary

As you know, Howard University permits faculty members with nine-month appointments to receive additional compensation for work performed during the summer term. The amount of compensation from all funding sources (sponsored research, summer instruction, or other departmental/college activity) for the summer cannot exceed 3/9ths of your IBS. When completing the summer hiring authorizing form, please include all funding sources for your summer salary on the same form.

All faculty members who are being paid salary from NSF grants must be aware of the following NSF rules: As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than **two months** of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants. This effort must be documented in accordance with 2 CFR § 200, Subpart E.

Student Hiring

If you plan to have students paid through Human Resources, please identify the positions or capacity in which you will need students to work on the project. Position information can be submitted even if you have not identified the students. On the summer hiring authorization, please type "TBD" for the name. When you have identified the student you would like to hire, please follow-up with the appropriate ePAR administrator to complete the student hire ePAR.

Summer Staff Hiring

If you plan to hire summer staff or summer wage employees, please identify the positions or capacity in which you will need these individuals to work on the project. Position information can be submitted even if you have not identified the individual. On the summer hiring authorization, please type "TBD" for the name. When you have identified the individual you would like to hire, please follow-up with the appropriate ePAR administrator to complete the ePAR hire.

Creation of Persons of Interest for Summer Programs

For those faculty members with summer programs supported by extramural funds, please contact the appropriate individual listed above to submit Persons of Interest (POI) ePAR's. To streamline this process, please complete the **Person of Interest Form** (also attached). A POI is needed for high school and visiting college students, etc. The completion of the POI will provide high school and visiting college students with various access. If you are unsure, whether a POI is needed, please contact the Office of Human Resources for clarification.

Office of Human Resources Guidelines

The Office of Human Resources' General Processing Guidelines will be enforced. Per 500-112 University Hiring Policy, all faculty, staff, and students must be on-boarded and fully approved by the Office of Human Resources prior to working. Individuals who violate this policy will be disciplined, up to and including possible termination of employment.

If you have questions regarding the general processes outlined in this memo, please send an email to huogm@howard.edu or call 202-806-6000. For specific questions related to your specific project please contact your analyst in Research Administrative Services or call 202-806-4759.

The University will continue to provide general information and post news updates regarding COVID-19 via HU Communications and the Howard University website COVID-19 page: <https://home.howard.edu/coronavirus>.

Thank you for adhering to the dates and processes identified in this communication. We appreciate your cooperation.