

May 06, 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 postdoctoral fellows, whose job functions are not able to be performed remotely, as determined by their supervisor and regardless of funding source.

With each passing week we have been analyzing the timesheets and the effect that they have on reporting effort on grants and contracts. There has been minimal administrative leave charged to awards, which would lead us to believe that departments are performing sponsored work at their normal capacity. Although this may be obtainable by some departments, our original assumptions estimated that effort on certain service contracts and clinical trials may be severely impacted by our ability to work in the COVID-19 environment.

Administrative leave will only be charged to a grant or contract if it is reflected in someone's time sheet. If faculty or staff are not able to work remotely, administrative leave must be charged on the time sheet. If this is the case and administrative leave has not been charged then corrected timesheets should be processed beginning with pay period 20-20.

If faculty or staff are working, and not taking administrative leave, then the individuals Effort Funding Profile (EFP) must to be adjusted to reflect the accurate estimate of work that an individual is performing on each award and administration during our changed environment. Effort can be adjusted to actuals during the certification period at the end of the quarter, however in order to get a clear estimate of actual effort to grants and contracts these adjustments need to be made immediately to EFP's back to 4/1/2020.

Sincerely,

**Scott Bitner**

Sr. Assoc. VP Finance / Deputy CFO

**Laura Scarantino, MSF, CPA**

Assistant Vice-President Sponsored Projects Accounting and Compliance