



KU Research Community,

As you continue to monitor, adjust and plan your research activity in response to the COVID-19 outbreak, we want to ensure you have the latest information from the [KU Office of Research](#) and funding agencies to make informed decisions.

This email addresses agency communications, temporary changes in nonrefundable travel and payroll-related cost allowability, and other clarifications on travel.

Agency communications

If you receive any communication from your sponsor regarding impact of COVID-19 and the Office of Research is not already copied, please forward those notices to [Alicia Reed](#) and work with Post-Award on any sponsor response.

Temporary changes to allowable costs for nonrefundable travel

To ensure maximum flexibility for the KU research community, we are updating our cost accounting policy and associated processes to allow expenses related to travel canceled due to COVID-19 to be charged to sponsored projects, including nonrefundable travel expenses and trip cancellation fees. For nonrefundable travel costs to be considered allowable on project funds:

- The travel must have been allowable on the project.
- Documentation showing that a request for a refund was made (and denied) must be provided and maintained as support for the transactions to be processed.
- The sponsor must not have explicitly disallowed these expenses.

This includes reimbursement of nonrefundable travel costs/cancellation fees on KU and

KUCR p-cards as well as on personal cards. If credit for travel on sponsored project funds was issued, it is the traveler's responsibility to ensure that these credits are applied to travel that is allowable on that funding source. Please mark these costs with Chartfield 1 (CF1) of COVID19.

No new arrangements should be made for travel in the next 60 days. If travel plans are being considered, please remember that requirements for most economical fare and disallowance of travel insurance are still in place.

Temporary changes to allowable payroll costs for project personnel

To ensure consistency in treatment of research personnel and payroll-related costs across KU, we are updating our cost accounting policy and associated processes to allow payroll expenses for personnel appointed to sponsored project funding who are unable to work due to COVID-19. For these costs to be allowable on project funds:

- Salary/fringe must be an allowable project expense.
- Individuals must be appointed based on sponsor-approved budget or a justification for benefit to the project (when individual can perform duties).
- The sponsor must not have explicitly disallowed these expenses.

Follow [Human Resources guidance](#) on tracking these COVID-19-related costs. If there are concerns about these costs affecting project performance or you have sponsor communication that explicitly disallows these costs, please contact [Alicia Reed](#).

Basis for changes

We are updating these practices in accordance with [guidance](#) from the Council on Governmental Relations ([COGR](#)) that points to reasonableness, consistency of treatment and appropriate documentation, as well as a newly released National Institutes of Health (NIH) [notice](#) that allows cancellation costs for nonrefundable travel and salary for those unable to work during the COVID-19 outbreak.

Clarifications on travel limitations impacting research

- **Regional travel is still acceptable:** At this time, regional travel in Kansas and Missouri is still allowed. Please stay apprised of [any new announcements](#), though, as this situation is rapidly evolving. Additionally, if you have research personnel located remotely, they are still allowed to travel regionally, as long as they are following guidance from their local health departments.
- **Travel already in progress:** If you or members of your research team are already traveling, you are not being recalled at this time. Travelers should follow CDC guidance on [travel risks](#) and [preventing illness](#).

We are closely monitoring agency guidance and will continue to update the community as more information becomes available.

Simon

Simon Atkinson

Vice Chancellor for Research

