

**Decision Tree for Researchers/Principal Investigators when *Notification received to stop, pause, or suspend work on your sponsored award***

Confirm that OSP has also received notification

Work with OSP and your unit finance administrator to issue notifications and cancellations as needed for project commitments such as subcontractors, open POs, etc.

Are there individuals currently working on this award?

YES

Can the individuals redirect their effort to another sponsored award or non-sponsored activity\*?

YES

Notify OSP and EVPR offices of plan as quickly as possible (within two business days of receipt of the notice). Notify your local finance/HR administrator to redistribute their pay to the appropriate worktag (*from the date of the stop-work order forward*).

NO

Notify OSP and EVPR offices of plan as quickly as possible (within two business days of receipt of the notice). Work with your local HR representative to determine the appropriate next steps based on their personnel classification (alternatives will include paid or unpaid leave and separation from the Institute)

NO

As needed, work with OSP and your unit finance administrator to issue notifications and cancellations as needed for project commitments such as subcontractors, open POs, etc.

*\* Will require coordination with unit finance reps to move charges; may require coordination with unit leadership, including Associate Deans for Research, to identify allowable activities in support of Georgia Tech*

**Note:** No charges related to this activity on or after the date of the notification should be made to the worktag(s) associated with the sponsored award. Additional guidance on appropriate movement of costs, if needed, will be provided to unit finance reps.

**Questions? Contact Saeedah Hickman in the EVPR office at [shickman@gatech.edu](mailto:shickman@gatech.edu)**

**Decision Tree for Researchers/Principal Investigators when *Notification received to review activities being performed on sponsored awards***

Confirm that OSP has also received notification

Could any activity on the award be reasonably considered a prohibited activity based on the guidance in the notification?

YES

NO

Are there individuals currently working on this award or planning to work on the award in the near future?

NO

YES

Can individuals redirect their effort to another sponsored award or non-sponsored activity\*?

YES

NO

Notify OSP and EVPR offices of plan as quickly as possible (within two business days of receipt of the notice). Notify your local finance/HR administrator to redistribute their pay to the appropriate worktag (*from the date of the stop-work order forward*).

Notify OSP and EVPR office of plan as quickly as possible (within two business days of receipt of the notice). Work with your local HR representative to determine the appropriate next steps based on their personnel classification (alternatives will include paid or unpaid leave and separation from the Institute)

Continue work. Note that future justification for the decision may be required by the sponsor, auditors, or other entities.

Are there commitments (subcontracts, open purchase orders, etc.) related to this activity that need to be canceled?

NO

YES

Work with OSP and your unit finance administrator to issue notifications and cancellations as needed.

Questions? Contact Saeedah Hickman in the EVPR office at [shickman@gatech.edu](mailto:shickman@gatech.edu)