The University of Iowa

COVID-19 Research Personnel Documentation

Guidance & Procedures for Web Application **last updated: 5/12/20**

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Introduction

The purpose of this web application is to track whether research personnel* appointed to funds 500/510 are working remotely and/or are unable to work on their projects during the COVID-19 Pandemic. It is critical to document this information related to the interruption of operations/services during the ramp down and/or continuation of research activities for the following reasons:

- It will be necessary in the event Federal or other sponsoring agencies do not allow for the charging of salaries when work in support of a project is not possible.
- It will be useful if supplemental funding is made available by a sponsor in the future.

The application is populated with information from the central HR and Grant Accounting Office systems. The imported fund 500/510 appointment and project data was effective as of April 17, 2020. Any future data updates will be noted in the application.

Roles and Responsibilities

The following specific roles have access to this application:

1. Roles within ePost

    - *Principal Investigator (PI)*

2. Roles within Institutional Roles

    Business Officers category
    - *Business Officer*
    - *Department Administrator*

    Research Administrators category
    - *Division Research Administrator*
    - *Department Research Administrator*
    - *Sub-department Research Administrator*

The initial notification of the release of this application will be sent to each org's *Business Officer* and *Division Research Administrator*. They are responsible for communicating with the appropriate individuals in their units to determine how to roll this out to their colleges/units. Some colleges will want to handle the update of this application at the Department/Research Administrator level while others will want to include their PI's in order to complete the documentation update requirements.

Regardless of how you prefer to implement this within your college, **ultimately, it is the responsibility of the Division Research Administrator to ensure that all documentation compliance is met** in a timely manner.

Reporting Time Period

This information is to be reported for every two-week period for the duration of the pandemic. Reviews and reporting records should be completed the Friday following the two-week reporting period, and email reminders will be sent to Business Officers and Division Research Administrators.

March 18th to March 31st is the initial reporting period and continues through the end of the spring semester as follows:

- March 18, 2020 – March 31, 2020
- April 1, 2020 – April 14, 2020
- April 15, 2020 – April 28, 2020
- April 29, 2020 – May 17, 2020 (Due May 22, 2020)

Thereafter, the reporting periods will continue as follows:

- May 18, 2020 – May 31, 2020 (Due June 5, 2020)
- June 1, 2020 – June 14, 2020 (Due June 19, 2020)
- June 15, 2020 – June 28, 2020 (Due July 3, 2020)
- June 29, 2020 – July 12, 2020 (Due July 17, 2020)
- July 13, 2020 – July 26, 2020 (Due July 31, 2020)
- July 27, 2020 – Aug 9, 2020 (Due Aug 14, 2020)
- Aug 10, 2020 – Aug 23, 2020 (Due Aug 28, 2020)
- TBD

Application Views

Principal Investigator (PI) View

Each PI will see a list of their active externally-funded projects, rolled up at the 6-digit grant program number (111100xx). To view personnel appointed to a project, a project must be selected and the first Reporting Period created.

Research Administrator, Business Officer & Department Administrator View

Administrators will also see a list of active externally-funded projects, however the list will be based on the personnel receiving salary support. Specifically, Administrators will see any active project to which personnel from their Org, Dept and/or SubDept are appointed. To view the personnel, a project must be selected and the first Reporting Period created.

Documenting Personnel Project Contribution

To complete personnel documentation, select the green edit button  for a specific project. You will see one of two messages:

1) There are no items to display, or

2) Records for previously entered documentation.

To enter new time period documentation, select **+ Create Reporting Period Documentation**. The next Time Span will default but can be changed. If this is not your initial entry, you have the option to **Copy Last Time Entries**. This will pull forward the last entered documentation to either edit or **Create** as is (i.e., no changes required).

For each personnel, you will see:

1. Employee name
2. Employee ID
3. Annual Salary Paid from corresponding g/p number
4. Total Annual Salary Paid
5. Appointment Whokey

For #3 and #4 above: This information is provided for easy comparison of appointed salary support on a project and total salary. This information is effective as of April 17, 2020. Any future data updates will be noted in the application.

This information is populated based on an individual's HR appointment record. **ANY INFORMATION ENTERED IN THIS APPLICATION WILL NOT FLOW BACK TO THE HR SYSTEM. NO CHANGES WILL BE MADE TO AN INDIVIDUAL'S HR APPOINTMENT.** If a change of status (COS) is required, please contact your Administrator or HR representative to process this change.

Questions

For each personnel, you will answer between 3 – 4 questions:

1. Has the employee worked any percentage of time on campus in a research building?
    a. Yes/No
2. Has the employee worked any percentage of time from home?
    a. Yes/No
3. Has the employee's contributions to this project materially changed because of the COVID-19 pandemic?
    a. Yes/No
4. If Yes (to 3a), please provide the percentage of time the employee was idle and unable to contribute to this sponsored project?
    a. DROPDOWN: 100, 90, 80, etc
        i. This is a percentage of their committed/salary supported effort. For example: Salary support effort is 25% on said project. Employee unable to contribute their full 25% by 50% (now only able to contribute 12.5%). Select '50%'.
5. The User MUST click Create to save the personnel record into the database.

Access

Your HawkID and password will be required to complete this form.

Troubleshooting/Incorrect Information

Error in Personnel

If you believe there is an error, such as personnel missing from a project, please remember the HR Appointment data is based on a point in time. The application does not represent live data and the effective date of the most recent data load will be stated within the application.