COVID-19 Expenses Charged to Sponsored Projects

Principal Investigators/Project Directors should be aware that USM is tracking all COVID-19 related expenses, including expenses charged to externally funded grants and contracts.

Projects that are directly related to the COVID-19 virus or pandemic already include the appropriate expense tracking, so no additional action is required of PIs/PDs. Expenses on projects that are not COVID-19 related **do** need to have COVID-19 expenses identified. If you are unsure if your project is directly related or not, please contact the Office of Research Administration (ORA) for verification.

Examples of COVID-19 related expenses include (but are not limited to) purchase of additional computing equipment or software required for remote work, nonrefundable travel costs for cancelled flights, and personal protective equipment--such as gloves, masks, or sanitizers--that would not normally have been purchased for the project.

Please alert your ORA accountant of these expenses incurred from March 2020 forward. Documentation and review of each expense will ensure compliance with the many state and federal requirements surrounding COVID-19 reimbursements and will ensure that these expenses are identified correctly within the USM financial system.

If you have questions about COVID-19 expenses, or anything else related to financial management of your sponsored project, please contact your ORA accountant. Here is a link to the ORA staff directory: https://www.usm.edu/research-administration/directory-services.php, or you may call the main ORA number at 601-266-4119.