May 4, 2020

Dear Colleagues,

Below is current information about hiring of new personnel, salary increases, and expenditures on internal and external grants and contracts. Please note that guidelines change with the shifting financial situation, so check back frequently for updates.

- Hiring personnel with external funding, i.e. 5000 accounts, should be allowed by HR without the need for a waiver. These hires will need to be temporary, not exceeding the period of the grant, and first preference should be given to current qualified university employees that are in need of employment due to interruptions in other funding sources.

- The VPR incentive grants are funded by the University of Utah Research Foundation, and are therefore external funds. PIs who receive these funds should have 5000 accounts, so the policies above are applicable.

- Other types of VPR seed grants, such as funding from the special programs on violence against women, opioid addiction, and COVID-19, originate from F&A and other internal funding sources. PIs who receive these funds have non-5000 accounts (e.g. 2500 accounts), and therefore they will need a waiver from the VPR to hire new personnel. These hires should also be temporary, not exceeding the period of the grant, and first preference should be given to current qualified university employees that are in need of employment due to interruptions in other funding sources.

- Salary increases for current personnel funded by external grants will now be deferred until further notice. Please note that this is a change from earlier policies, and it is not yet clear when salary increases can proceed as budgeted.

- At the current time, the $10,000 limit on expenditures announced by the university budget office does not apply to grants and contracts.

Best,

\[Signature\]

Diane E. Pataki, Ph.D.
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