

<sup>th</sup>, The Office of Management and Budget released OMB Memorandum M-20-26, [Extension of Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus \(COVID-19\) due to Loss of Operations.](#) This memo gives agencies the authority to extend the salary-charging flexibilities that were already included in the April, 2020, OMB Memorandum M-20-17. However, the University has made the decision NOT to allow this flexibility. Therefore, your salary

## **Documentation**

While we are not allowing this additional flexibility in salary and effort, the University of South Alabama is requiring that additional documentation be maintained that supports the effort reported on the grant for the period of June 16<sup>th</sup> through September 30, 2020. According to APLU, "...the most important message as it relates to a documentation trail is to be intentional and focused on how you initiate and maintain the documentation. It will be critical for your institution to easily be able to refer back to this, possibly several years from now, and show your justification and basis for institutional policies and practices..." For this reason, the additional documentation is critical. However, we do recognize the burden that it places on the researchers. For this reason, the Office of Research will **not** collect the documentation but will ask that each PI provide a list to your Dean and ORED, of the documents that will be maintained at least through the end of September. Please send a short memo to your Dean and copy Adela Benchea at [abenchea@southalabama.edu](mailto:abenchea@southalabama.edu).

Each program/project may use different methods to track effort but can consider maintaining additional documentation by:

- Purchases of material and supplies,
- Use of animals in research,
- De-identified human subjects' data reports,
- Annotated laboratory notebooks,
- Publications including submitted abstracts,
- Monthly progress reports (as an extra precaution would be prudent to have them signed by department chairs),
- Recorded Zoom project meetings,
- Other specific project-relevant documentation.

The good news!