Dear Investigators and Research Administrators,

As of December 22, 2018, appropriated funding for several federal departments and independent agencies lapsed, resulting in a shutdown of the non-essential activities of the following:

- National Science Foundation (NSF)
- NASA
- Department of Agriculture (USDA)
- Department of Commerce (including the Census Bureau and NOAA)
- Department of Homeland Security
- Department of the Interior (including Fish and Wildlife Service, Geological Survey, and National Park Service)
- Department of Justice
- Department of State
- Department of Transportation
- EPA
- National Endowment for the Humanities (NEH)
- USAID

Guidance:

1. Unless your project requires access to agency personnel or facilities, you should continue to work on active grants and/or contracts and meet all related obligations, including the timely submission of reports. Continued performance is expected barring agency instructions to the contrary. Spending may continue up to the extent funds are obligated and the current period of performance has not expired. Please contact your Grant and Contract Officer if you do require access to agency personnel or facilities so that we can provide additional guidance.

2. Continue to submit proposals to the extent online proposal submission systems are operable. Defer submitting proposals that are not yet due.
   a. If you are able to submit your proposal, keep a copy of all submitted material and work with your GCO after the shutdown ends to ensure that proposal submissions were properly received.
   b. Some federal systems may be unavailable. In these instances, continue your proposal development, as we expect that deadlines for agencies with unavailable systems will be postponed until after the shutdown.

3. Expect that no action will be taken by affected sponsors on awards and award modifications not yet received (new, continuing, renewal, no-cost extensions, budget revisions, requests for supplemental funding, etc.) during the shutdown period. Do not implement any action that requires agency prior approval.

4. If an agency, as part of its shutdown plan, determines that performance of your grant and/or contract should be suspended, they will notify OSP, SFS and/or you. Please notify your Grant and Contract Officer if you receive any such notice – oral, written, or electronic. Although unlikely, this may arise in cases where federal supervision of
a contract is required or if the agency determines it would be wasteful to continue performance of the grant/contract.

Additional Information:

1. **Fastlane, Research.gov, and Grants.gov are expected to remain in operation.** There will be reduced federal support staff, although some help center staff are expected to be available.

2. Federal employees such as contracting officers and grants management specialists will not be working except in cases that constitute an emergency or special funding circumstance.

3. Individuals working for the government through Interagency Personnel Agreements (IPAs) should follow the instructions issued to them from their government supervisor. As Cornell employees, these individuals will be paid for their time even if instructed not to report to work. In the event that a shutdown lasts for any significant amount of time, or if agencies indicate that government pay may be impacted, we will notify these individuals to determine any actions necessary to alter the terms of the contract to adjust appointment status.

We will keep you updated as we receive additional information. This message, along with agency specific guidance, will be posted on the OSP website (http://www.osp.cornell.edu/) in the coming days and will be updated regularly as we receive information.

If you have questions regarding your specific grant/contract, please contact the Office of Sponsored Programs (OSP) Grant and Contract Officer(GCO) (http://www.osp.cornell.edu/Contacts/whoismygco.html) or the Sponsored Financial Services (SFS) Accountant (http://www.dfa.cornell.edu/accounting/topics/sponsoredfinance/sourcecontacts.cfm) responsible for your award.

Best Regards,

Mary-Margaret Klempa, Director Office of Sponsored Programs
Email: mk636@cornell.edu; Phone: 607-255-2939

Jeffrey Silber, Senior Director, Sponsored Financial Services
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While the certainty of a shutdown is not clear, Cornell researchers and research administrators are encouraged to prepare for the possibility.

Guidance:

- **NSF**
  - Based on experience from past shutdowns, we anticipate that NSF would almost completely close during the shutdown, including all access to websites and systems (NSF.gov, Fastlane, and Research.gov). This will prevent the submission of grant applications and award actions, and will prohibit accessing of NSF information and documents. **Researchers and research administrators are encouraged to download any resources today (e.g. solicitations, policy documents, etc.) to ensure their availability during a shutdown.**

- **USDA**
  - Similar to NSF, most of USDA, including nearly all research activities, will close in the event of a government shutdown. This will also include access to websites and portals. **We recommend that faculty download any materials needed from the USDA website ahead of the potential shutdown.**

Additional Information:

- Director Mike Mulvaney of the Office of Management and Budget (OMB) issued [special instructions for an orderly shutdown](https://www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/) in the event of a lapse in appropriations. Although the memorandum is directed to federal employees, it contains information relevant to the impact to Cornell of a potential government shutdown. A list of [Frequently Asked Questions (FAQ)](https://www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/) is provided by OMB and contains detailed responses to questions regarding activities under contracts and grants.

- Many agencies have provided specific guidance about their operations and spending should a partial shutdown occur. Agency information can be found here - [https://www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/](https://www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/)

Because of the University holiday our offices will not be staffed between December 22 through January 1, and would not be processing proposals or awards during that period in any event. However we will attempt to provide periodic updates over the break and, in the event of a prolonged shutdown, will provide updated information on January 2, 2019 when university activities resume.

Best Regards,

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