**Preparing for a Government Shutdown**

*September 22, 2023*

The federal government’s fiscal year ends on September 30 and Congress has not passed any of the 12 appropriations bills required to fund the government for the fiscal year beginning on October 1. If Congress fails to pass the appropriations bills, or a continuing resolution to fund government operations until the bills are passed, then the government will shut down on October 1.

Since it is becoming increasingly likely the federal government may shut down, either in whole or in part, University employees who work on federally sponsored projects need to begin preparations **now**.

Each federal agency has posted [contingency plans](https://www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/) indicating what, if any, functions would continue during a shutdown. Federal agencies are likely to provide additional guidance in the coming days.

**What this means for federal grants and contracts at the University:**

* The Office of Grants and Contracts (OGC) will continue all operations and function normally.
* Pre-award functions:
  + Continue to prepare all proposals as normal – many agencies will probably continue to accept proposals during a government shutdown.
  + Understand that most federal agencies will not be making award decisions during a government shutdown – this will delay award notifications and funding for pending proposals.
  + Continue to respond to sponsor inquiries and requests as directed by the federal sponsor.
* Post Award Functions
  + Prepare and submit all prior approval requirements **NOW** – if the government shuts down, agencies cannot grant prior approval requirements. Please note, you cannot take any unilateral action without prior approval, so expect some research projects to be delayed. Prior approval requirements include:
    - Significant rebudgeting;
    - Change in key/senior personnel;
    - No cost extension requests or an additional no cost extension for research awards; and/or
    - Award transfer requests.
  + Prepare internal departmental funding contingencies – federal agencies cannot release budget funds for new budget periods and there will be delays in federal funds. Verify for each federal award when funding for the current budget period ends and make contingency plans for any award that may experience a lapse in funding. This may include, but not limited to:
    - Delaying equipment and supply purchases;
    - Potentially furloughing employees who are solely, or predominately, funded by federal awards;
    - Identifying departmental speedtypes to charge funds; and
    - Ensuring animal care costs can be covered.
  + Expect significant delays in receiving responses from federal agencies – most federal employees will be prohibited by federal law from working; therefore, they will not be able to respond to any emails or requests. If you need assistance for anything, reach out to your OGC Post Award Administrators.
  + OGC should be able to continue to draw down funds from the federal treasury for current budget periods; however, this is subject to change and may vary from agency to agency.
  + If funds are available, then performance and research on grant projects may continue at the University unless directed otherwise by the federal sponsor.
  + Please inform PIs that Program Officers (PO) at agencies will be unable to respond to any inquiries.
  + Continue to meet reporting deadlines as established by the notice of award, unless directed otherwise by the sponsor.
  + Continue closeout procedures as normal.

A federal government shutdown should not impact most grants and contracts from non-federal sponsors or industry partners. However, some non-federal sponsors may be impacted, so it is important to verify with the non-federal sponsor if they will continue normal operations.

OGC will continue to monitor Congressional actions and will update the University as necessary. For questions related to pre-award functions, contact [Xenia](mailto:xenia@ucdenver.edu). For questions related to post award functions, contact your OGC Post Award Administrators.