**OFFICE OF GRANTS AND CONTRACTS REMAINS OPEN**

The Office of Grants and Contracts wanted to reach out to everyone and let you know that we are working remotely as the majority of you are as well. We hope all of you and your families are doing well. We appreciate your hard work and endurance and patience as we work to get new information out to everyone.

OGC personnel are available during our normal core business hours of 8:00am to 5:00pm with flex hours around those times as well All OGC functions are operational.

OGC is closely monitoring sponsor and federal agency guidance regarding COVID-19’s impact on sponsored projects. Updated information will be posted on the OGC website at <http://www.ucdenver.edu/research/OGC/Pages/COVID_Guidance.aspx>. We are duplicating FAQs on our site as well as the campuses’ COVID site on Research Continuity.

**Preaward and Contracting Services Operations**

The team’s primary mode of communication is email. **In this remote work environment, we are asking for your assistance in including only the InfoEd Routing Number and PI Name in the subject line of emails for proposal/contract inquires.** This will assist the team in providing efficient service.

The team is able to set up zoom meetings for inquires that cannot be handled via email.

The PreAward team will continue to offer proposal review and proposal development consultation services. If you have any inquiries, please reach out directly to your assigned PreAward Specialist. General inquiries can be sent to [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu)

The Contracting Services team will continue to review/negotiate SRA & FFS agreements and process outgoing subcontract requests. If you have any inquiries, please reach out directly to your assigned Contracts Associate or Subcontracts Specialist.

General FFS Inquiries – [ogc.revenue@ucdenver.edu](mailto:ogc.revenue@ucdenver.edu)  
General Sponsored Research Agreement Inquiries – [ogc.contracts@ucdenver.edu](mailto:ogc.contracts@ucdenver.edu)  
General Subcontracts Inquiries – [ogc.subcontracts@ucdenver.edu](mailto:ogc.subcontracts@ucdenver.edu)

**Post Award Financial Services**

Award Setups will continue the setup of Awards, including Pre-awards. [OGC.4status@ucdenver.edu](mailto:OGC.4status@ucdenver.edu) and [OGC.FiscalRoles@ucdenver.edu](mailto:OGC.FiscalRoles@ucdenver.edu) email boxes will continue to be monitored on a regular basis.

Billing is fully operational and can be reached via [OGC.Billing@ucdenver.edu](mailto:OGC.Billing@ucdenver.edu) mailbox or direct contact with your billing specialist.

Accounts Receivable is operational and continues posting to projects for receipts that are coming in via Wire payments or Wells Fargo Lockbox. The team can be reached via [OGC.4Payments@ucdenver.edu](mailto:OGC.4Payments@ucdenver.edu) We are working through the process for checks received on campus via mail and will have additional information on that piece as it becomes available.

Post Award Accounting is also operational and continues to process approvals, financial reporting and other activities. We plan to continue our regular scheduled meetings with departments via zoom, skype, teams or phone. If you have not heard from your post award specialist or do not have updates to the meetings on your calendar please feel free to reach out with contact info and to plan how you will interact for those meetings.

**OTHER IMPORTANT LINKS –**

* **Procurement Service Center** – website provides updates on their processes and guidance. <https://www.cu.edu/psc/travel/travel-procurement-updates-related-coronavirus>. A couple of items to highlight:
  + Orders from Marketplace cannot be shipped to your home address. We understand that this is challenging during these times but the system is not configured to allow personal addresses. This includes Dell catalog orders. OIT and Financial Services are working on a separate communication on computers and will be sending soon.
  + Check printing will be on Wednesdays and Fridays. In addition, they are now printing checks that are due in 8 days compared to the 3 days under normal operations.
  + Please send all invoices to [APinvoice@cu.edu](mailto:APinvoice@cu.edu) – PSC personnel will only be in the office on Fridays to process mail from internal campuses and externally. Remember to include only 1 invoice per email.
* **Check Deposits –** the Bursar office is not open at this time on either campus.
  + Students - students are able to pay on-line. FAQs for students will be posted on the campus COVID website.
  + Department deposits – during this 1st week of remote working, we do not have someone on campus to receive checks from departments as we understand the majority of you are not on campus as well. With campus leadership’s directive, we are complying with the request to limit personnel on campus. However, we have made deposits this week from external mail that we have received as of March 18th. We will continue to deposit from the external mail weekly and will work with campus leadership on any future communication for on-campus receipt of department checks.
* **Finance Office Updates:**
  + Our Help line (303.724.9610) is receiving calls and operational.
  + Accounting help email account ([Finance.AccountingHelp@ucdenver.edu](mailto:Finance.AccountingHelp@ucdenver.edu)) is fully operational
  + Check Deposits – as stated above, we are on hold during this 1st week of remote working for accepting in person checks from departments. But we are depositing weekly for checks received in our mail. We will communicate as changes occur for in-person acceptance of check in working with both campuses’ leadership teams.
* **OIT Resources for Remote Working -** [**https://www1.ucdenver.edu/offices/office-of-information-technology/get-help/working-remotely**](https://www1.ucdenver.edu/offices/office-of-information-technology/get-help/working-remotely)
* **Campus COVID website**
  + CU Anschutz – <https://www.cuanschutz.edu/coronavirus>
  + CU Denver - <https://www1.ucdenver.edu/coronavirus>