

## Frequently Asked Questions

Below you will find frequently asked questions that may be helpful to you as we navigate this public health crisis together as a VSU Community. We will continue to update information as conditions change.

- **Is the Office of Sponsored Research and Programs (OSRP) still open?** Currently, our office is closed. However, ORSP staff is available, remotely, Monday through Friday, 8:00AM-5:00PM. All contact phone numbers and email addresses remain the same.
- **Have any services been impacted by COVID-19 related restrictions?** Although staff has transitioned to teleworking, most operations and services have not changed during this time. If you are having trouble following our normal operations, please contact us immediately.

### PROPOSALS

- **Can I still submit proposals?** Yes. You are encouraged to continue to submit proposals. Please contact Daniel T. Stoelting at [dstoelting@vsu.edu](mailto:dstoelting@vsu.edu) for assistance with the electronic proposal submission process.
- **What options do I have regarding grant submission deadlines?** Please contact the granting agency directly or access the current agency website information for any changes in submission deadlines or procedures. Most federal opportunities will update the Grants.gov Synopsis's Current Closing Date for Applications. We will notify you if there are any changes that we are aware of. However, keep in mind that it is the Principal Investigator's responsibility to be aware of and adhere to the deadlines.
- **Who do I contact for questions about my proposal?** ORSP staff is available Monday through Friday, 8:00AM-5:00PM, to answer any questions you may have. For any questions regarding the proposal development and submission process, contact Daniel T. Stoelting at (804) 524-6987 or at [dstoelting@vsu.edu](mailto:dstoelting@vsu.edu). Resources are also available online. Go to [www.vsu.edu/research](http://www.vsu.edu/research) for more details about proposal development and submission.

### ACTIVE GRANTS

- **How can I best manage my grant during this time?** Please be aware that some grants may be affected by the COVID-19 crisis. We will try to address to our best ability any concerns you may have. Please check [www.vsu.edu/research](http://www.vsu.edu/research) for more information about grant management.
- **The campus is closed. How can I conduct research?** Currently, the campus is closed to students. However, faculty and staff may still access campus facilities. Please adhere to University guidelines regarding COVID-19. Please practice social distancing, use hand sanitizer,

wash hands, etc. PI's are expected to ensure that all research complies with federal, state, and University policies.

For research involving human subjects, consult [IRB Guidelines](#) or email [IRB@vsu.edu](mailto:IRB@vsu.edu). In general, all face-to-face interaction is prohibited.

- **How can I meet with colleagues to discuss grant activities?** The university has IT services in place to meet these demands. Please utilize your phone, email, chat, or web conferencing applications such as WebEx. If you need assistance with IT Services, please contact the Service Desk at (804) 524-5210 or by email at [vsu\\_servicedesk@vsu.edu](mailto:vsu_servicedesk@vsu.edu).

#### PROCUREMENT, PERSONNEL ACTION FORM (A21), & OTHER FORMS

- **Are all forms and documents now electronic?** No. While some documents are acceptable electronically, we have not been notified of any changes regarding the processing of stipends, etc. Staff will be in the office periodically to review and process paperwork, as necessary. You may access forms online at [www.vsu.edu/research/forms/index.php](http://www.vsu.edu/research/forms/index.php).
- **How do I obtain signatures for paper documents?** You have two options: use inter-office mail via the campus Post Office and notify Sharon Evans at [sevans@vsu.edu](mailto:sevans@vsu.edu), OR you may email the documents to the required person. Please be reminded that ALL daily deliveries are cancelled and mail should be picked up from the Post Office from 10-4pm each day. Please allow for delays.
- **Will I still be able to purchase goods and services?** Yes. Orders should continue to be submitted in eVA. Take into consideration that there may be delays in receiving your goods/services due to vendor's work schedules.

*Please refer to your email or the Virginia State University website at [www.vsu.edu](http://www.vsu.edu) for other department and University updates and announcements.*