

August 6, 2020

TO: School of Medicine Directors of Finance & Administration

FROM: Kathleen Thompson, Executive Director
Research Management Group
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725-0661

SUBJECT: Requirements for review and adjustment of salaries charged on sponsored awards

This memo is in follow up to the recent announcement from Randy Livingston, Vice President for Business Affairs & Chief Financial Officer and Kam Moler, Vice Provost and Dean of Research on the [Suspension of Salary Charging Flexibility on Federal Awards](#)

In an effort to guide you through the process of documenting salary charged to all sponsored awards for individuals who were unable to work and identify any necessary salary adjustments or transfers needed, we have worked closely with Office of Research Administration to develop the COVID Salary Continuation Report that we hope will be helpful with your efforts. You can access the report through the BI Catalog by searching for "*COVID Salary Continuation.*"

We have also created detailed instructions on the process as [Salary Continuation on Sponsored Awards Guidance](#) along with [FAQs](#) that can be accessed on the Research Management Group website.

We ask that you forward this memo to your Division Managers, Research Administrators, and Finance Administrators/Managers.

If you, your Managers, or Administrators have any questions about the process, below are the contacts:

Department of Medicine

Nancy Lonhart at nlonhart@stanford.edu or 723-8358

All Other Departments

Donna Mahood at dmahood@stanford.edu or 723-2437

-or -

Mila Dacorro at mdacorro@stanford.edu or 487-5876