

Guidance for Principal Investigators

Process for handling Stop Work Orders or other changes to Federal or other Research Awards

- **If you, as the PI, or any other staff member receives communication from the sponsor requesting you to stop work or change any terms or conditions on your project, please do not make any immediate changes! Please forward the communication to OSPDIR@uark.edu . OSP will review the information, evaluate, and advise on how to proceed.** Remember, federal and other sponsor funded awards are contracts between U of A's Office of Sponsored Programs and the sponsor. In those contracts, sponsors are instructed to send official communication about changes in terms and conditions directly to OSP, usually through the OSPDIR@uark.edu email box.
- **If a Stop Work Order is received that requires immediate work stoppage, OSP will make every effort to communicate as quickly as possible so you can act immediately.** When changes in terms and conditions, including Stop Work Orders, are received, OSP will review and validate the information and communicate to the PI, Department Chair/Head , Research Dean, Departmental and/or College Support Staff (if known), and your OSP Award Specialist stating which project(s) are impacted and will include information about next steps based on the specific situation within 24 hours of receipt.
 - Please work with your departmental or college support staff to begin to plan necessary changes. In the case of Stop Work Orders, immediately arrange to remove staff from the award worktags, cancel and/or postpone any inflight procurement and/or travel, and inform subrecipients in writing that their work must stop. Your support staff will be able to guide you regarding other expenditures that are planned for the award.
 - The OSP Award Specialist listed on the communication will be available to assist with the termination process for your award.
 - All worktags associated with impacted awards will be "inactivated" in Workday to ensure charges attempted with budget dates after the stop work date are not added to the award. Transactions with budget dates before the stop work date should continue to be able to post to the award. If you have issues, please work with the OSP Award Specialist.