

Guidance on Proposal Submission, Contracts and Post-Award Services

(Last Updated 03/20/2020)

DIVISION FOR RESEARCH

Proposal Submissions

- We continue to encourage proposal submissions however we need your understanding of our changing environment. As we work remotely we ask that the 5-day rule be followed as much as possible to ensure applications are properly submitted. We are operating business as usual however some tasks may take longer than normal to complete. We are in this together and continue to support you.

Contracts

- Contract negotiations and execution are on-going. We are working with specific sponsors to request they waive the requirement of notarized or original signatures and allow digital signature certifications in PDF format. We will keep researchers informed of any potential delays that are identified. Should you have questions, please contact contracts@albany.edu.

Post Award Services

- All post award transactions are being processed remotely, including travel reimbursements, vendor payments, purchases of goods and services, sponsor billings and collections. To assist with timely processing of transactions, note the following:
 - All University notices related to travel or other procedures/guidance related to COVID-19 apply to research as well
 - Access to mail will be limited, so we are requesting that all transactions be submitted electronically
 - Travel reimbursement requests should be sent to spa@albany.edu
 - Requisitions should continue to be submitted to ResearchPurchasing@albany.edu
 - See www.albany.edu/spa for departmental assignments
 - For general questions email spa@albany.edu