

Dear PI Colleagues:

Yesterday, I sent a short note to all university PIs about the federal vaccine and mask mandate and mentioned that the Office of Sponsored Projects (OSP) will be notifying those PIs whose federal contracts or agreements are affected.

I'm writing to a smaller group of you today because you are listed as the PI on a federal contract or affected cooperative agreement. There is still nothing you need to do immediately until OSP contacts you, but I want to make you aware of the necessary steps that will need to be taken to ensure compliance with the president's executive order. This is important because federally sponsored awards that do not agree to the new terms will be suspended or terminated.

Various administrative offices have come together to develop a process that meets the requirements in a way that respects our community. The necessary steps are outlined below. Your associate deans for research (ADRs), ORU directors, and department chairs have received this information as well.

When new contracts, cooperative agreements, or term revisions to existing agreements arrive at OSP, the office is now authorized to agree to the new terms on behalf of the university. The steps that follow are part of what we need to do to be in compliance:

1. OSP will notify you (the PI) that a particular contract or cooperative agreement has been impacted and will provide the title of the project, the associated 26- account number, a "covered employee" spreadsheet template, and instructions on what to do next. OSP will send a courtesy copy of this notification to your department chair or ORU director and to your ADR. OSP will send notices to ADRs for all contracts and cooperative agreements for which they have already notified the PIs. OSP will keep a record of all affected awards and which ADRs received notification.
2. You will then need to complete the spreadsheet of covered employees as defined in the instructions. This will include providing the name, EID, title (if staff), status (if trainee: postdoc, grad, undergrad) for each employee working on the affected federal contract or cooperative agreement. This list should include anyone listed as PI, co-PI, co-I, or key personnel, as well as anyone receiving support from the award or working in the laboratory/research space where the project's activities take place. This spreadsheet should be sent to your ADR. (If you are within the OVPR portfolio, this spreadsheet should be sent to AVP Michelle Stickler.) A courtesy copy should also be sent to your department chair and/or ORU director, as relevant.
3. The ADRs will pass the spreadsheets to Occupational Health Program (OHP), copying Jason LaFond in Legal Affairs. ADRs shall keep track of notifications they have received as well as datestamp of when PIs provided spreadsheets listing covered employees.
4. Legal Affairs will provide you with an email template to send to covered employees to notify them of their obligation to engage in compliance activities through execution of our vaccine declaration form (which also includes options to request an exemption). That email will provide the compliance form the employee must use. Covered employees will then upload their materials directly to OHP.
5. OHP will work with you to ensure full compliance. Legal Affairs will be available to advise if there are non-compliance issues.

6. Instructions about how to deal with the masking issues will be forthcoming.

Again, there is nothing you need to do at this moment until OSP contacts you, but I hope this helps you prepare.

Thank you,  
Dan Jaffe

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