

Research Executive Order (EO) Response Guidance

Overview	1
PI Guidance	1
Submitting a Request.....	1
After Submission.....	2
Department Chair/Center Director Guidance.....	2
Dean Guidance.....	2
Accessing and Reviewing the Request.....	2
Decision and Next Steps.....	3
Funding Considerations	3
Final Approval	3
Next Steps	3

Overview

George Mason University has launched an approval workflow for Principal Investigators (PIs) whose projects have been suspended or terminated by sponsors. This process allows PIs to request support from their deans and university leadership to manage the wind-down of affected research projects. This document provides role-based guidance on navigating the workflow.

PI Guidance

This process only applies to PIs who have received notification from their sponsor(s) that their project has been suspended or terminated. PIs who have not received such notification should not submit a request. The Office of Sponsored Programs (OSP) and university leadership are closely monitoring the situation and will provide additional information and guidance as it becomes available. Please check the [Federal Funding Updates](#) page for the latest information.

Submitting a Request

- **Request Form** – PIs who have received notification from their sponsor should use [Request Form - Research EO Response](#) to submit the required information for consideration.
- **Collaboration with Department Chair/Center Director** – PIs should work with their department chair/center director to complete this form, as it includes questions about departmental/center support.
- **Approval Assumption** – Submitting this form assumes that the chair/director has been informed of this request.

- **RAMP Alignment** – Project information and supplemental documentation should reflect the data in RAMP.
- **Delegation Option** – PIs can designate someone to complete this form on their behalf, but the PI is responsible for the accuracy of the information.
- **Impact on Students and Personnel** – PIs are encouraged to consider the impact on students and personnel in their request for support.

After Submission

- **Confirmation Email** – Once the form is submitted, the PI (or submitter) will receive an email summarizing the submitted information. It will not include the attachments.
- **Review Access** – PIs can review the submitted information and corresponding attachments by following the link to their TDx ticket provided on the submission confirmation page.
- **Dean’s Office Review** – The submitted form is sent to the PI’s dean’s office for review. The dean or a representative may reach out to the PI for additional information.
- **University Leadership Review** – Requests approved and supported by the dean will then move to central university leadership for consideration.
- **Decision Timeline** – Central university leadership will make significant effort to review and address requests expeditiously. However, given the current changing landscape and shifting information, decisions may be delayed. Updates will be provided to the PI and dean regularly.

Department Chair/Center Director Guidance

Chairs/directors are requested to work with PIs as they submit requests for support. As part of the process, chairs/directors will be asked to indicate how department or center funds will be provided to support the request.

While chairs/directors are not part of the formal approval workflow, PIs are instructed to gain support and input from their leadership as they complete the form.

Dean Guidance

When a PI submits a request, the assigned dean designee will receive an email with the subject line: **Research EO Response Submitted by [PI or requester name]: Your approval and notes are requested**

Accessing and Reviewing the Request

- The email will contain a summary of the submitted information and a link to the approval form.
- Attachments submitted by the PI are only available to the dean/designee through a web address provided on the approval form. The dean/designee will need to copy the address and enter it into their browser. The link leads to a “ticket” that contains the request data fields and the attachments.
- The dean and any appropriate advisors should work together to review the documentation.
- There are several data fields required for the dean/designee to answer.

Decision and Next Steps

- If the dean/designee does not support the request, they can work with the PI to amend and resubmit/fund internally without requesting central support/terminate or suspend without intervention.
- Rejecting the form will send a notification to the PI; deans are encouraged to have a conversation with the PI before rejecting. This is noted on the approval form as well.
- Deans/designees are encouraged to consider the impact on students and personnel in their request for support.

Funding Considerations

Deans are expected to consider as many funding options as possible to identify internal ways to support these requests, prior to requesting central support. Funding areas are recommended to be considered in the following order:

1. Current E&G/HEO FY25 budget
2. Faculty IDC (confirm appropriate support in initial request)
3. Departmental/Center IDC (confirm appropriate support in initial request)
4. School/College IDC
5. Pool Funds (Faculty, Dept, S/C)
6. Carryforward

Final Approval

- By approving the request, the dean (not the designee) is attesting to their support of this request and the validity of the information provided.
- Deans and their representatives will receive information regarding specific requests via established channels and should work with PIs on any additional requests for information or approved paths.

Next Steps

Requests approved by the dean are collected centrally for initial review. OSP will conduct a review of the materials, validating with institutional records and ensuring all required information is included.

ORIEI leadership will review each request using established criteria and Vice President for Research, Andre Marshall, will make a recommendation to university leadership regarding how to respond to the request.

Leadership has provided guidance that students should be the first priority in managing a wind down strategy, followed by personnel continuity.

Central university leadership will make significant effort to review and address requests expeditiously. However, given the current changing landscape and shifting information, decisions may be delayed. Updates will be provided to the PI and dean regularly.