

February 5, 2025

Dear Council of Administrators for Research Success (CARS) Members, Grants Offices, Principal Investigators, and CUNY Research and Sponsored Program Colleagues,

This guidance is intended to provide clarity to the CUNY and RFCUNY responses to challenges that have surfaced related to the management of federally funded grants and projects. The best course of action is to continue to advise Principal Investigators (PIs) to move forward with their funded projects unless they receive formal notification with a stop work order (SWO) specific to their grant/contract from their federal funding agency. We also want to encourage our PIs to continue to apply and pursue federal funding opportunities.

If a PI or anyone on campus receives a stop work order on a Federal Grant please forward the notice to the CUNY Office of Research (OfficeofResearch@cuny.edu) and RFCUNY (PresidentOffice@rfcuny.org).

RFCUNY and CUNY have developed a protocol to review the SWOs that are received. RFCUNY is also maintaining and regularly updating its [Federal Government transition webpage](#). The [protocol](#) is available at the RFCUNY website at the link below and includes:

1. **Definitions of Key Terms**
2. **RFCUNY and Campus Review Process for a Stop Work Order (SWO) Directive**
3. **Notification Process to PIs and CUNY Leadership**
4. **Risk Mitigation Steps to Comply with SWO Directive after Notification and Agreement with the College President**
5. **Next Steps to Comply with SWO**

The CUNY Office of Research (CUNY OR) is also maintaining a webpage with [Updates on Federal Funding webpage](#). CUNY OR will continue posting information on the page as it becomes available.

Please forward this information to PIs and others in your campus community as needed and appropriate and please send any questions to **CUNY OR (OfficeofResearch@cuny.edu) and to RFCUNY (PresidentOffice@rfcuny.org).**

We are in this together and we will do our best to provide clear guidance and support each other during challenging times. Thank you.



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