MEAP Guidelines for Subaward Projects

COVID-19 Impact and Delays

1. The UCLA Library anticipates that most MEAP projects will have project delays as a result of illness, self-isolation, government closures, or other changes due to the current pandemic and responses to it. We understand that all aspects of the project may be delayed, including (but not limited to) delivery and procurement of equipment, training and workshops, imaging and metadata creation.

2. Our priority is that you, your team, and your families remain safe and well cared for. We therefore advise all project teams to follow national and local recommendations and directives and to continue working only as long as it is safe to do so.

3. We will accommodate "no cost extension" requests and aim to support all projects to maintain the same scope and set of deliverables as laid out in your original Statement of Work and Legal Agreement.

4. Please be in touch with the MEAP team as your project is delayed, stopped, or slowed as a result of the COVID-19 virus. We hope to support you and your team as best we can. This may include reviewing workflows or establishing metadata norms during the period of remote work.

5. To facilitate formal extensions and other changes, we ask that all MEAP projects submit a progress report by August 1, 2020, even if this date is ahead of your regularly scheduled 6 month progress report. We have set this date to align with already in place legal structures: all MEAP legal agreements require amendments in 09/2020 and those amendments can include any necessary changes to the timeline or work plan. Project leads will need to submit a revised schedule (and any other revisions) with this progress report. Our hope is that the 8/1/20 deadline gives us all enough time to better understand the potential for reopening archives, international travel, and collaborative work.
   a. This will be slightly different than stated in Article 6 of your legal agreements. The second round of funds will not be disbursed until projects are back up and running and projects meet an agreed upon set of deliverables for phase one. Please note: all revised schedules should reassess deliverables for each phase so we can agree to a revised disbursal schedule.
   b. See the draft report here. The final report will be distributed in June 2020.

6. Changes to established budgets will need to be reviewed. Please consider both changes to line item expenses and any requests for additional funds. We cannot guarantee any requests for additional funding.