In response to questions from our College of Engineering community, we offer the following summary. We also encourage you to review the Google spreadsheet for more detailed responses to the questions. We will continue to support our academic and research mission while reducing expenses.

**Faculty / Staff**
- Effective immediately all reclass requests and off-cycle salary reviews are on hold.
- Faculty / Staff awards program will go on but the financial distribution is being reviewed.
- Faculty recruitment is considered essential. Meal expenses will still be covered but should be modest.
- If a sabbatical can be postponed that would be preferred. This is not expected though.
- At this time there is no indication that there will be a reduction in force or reduction in staff salaries.
- There is no overtime without prior approval.
- Critical need and retention requests must go through an approval process; the process for this is forth coming.
- At this time, plans in the colleges to increase minimum stipend levels for graduate students should continue.

**Hiring**
- Basic budget requests for an undergrad TA or current miscellaneous wage should be reviewed to see if the request supports our academic and research mission. Confirmation of approval needs to be submitted to those approving changes.
- Effective immediately there are no new miscellaneous wage hires.
- Staff hiring freeze is in effect immediately for the foreseeable future, however, requests for critical staff will be consider for exceptions; the procedures are being developed.
- UD Careers Job page will remove staff postings except for those that are soft-funded.

**Travel**
- Study abroad and revenue generating activities will continue. Funds from grants can be used for this purpose, however, all expenditures will be reviewed.
- Travel that is already booked and cannot be refunded can be completed. If travel can be delayed or postponed, that would be preferred.
- Reduce costs and postpone or eliminate travel that is not essential.
- Check with Finance / Budget / Procurement staff for confirmation before proceeding with travel plans. All travel requests will be subject to review; a process is being developed for these reviews.
- Requests to attend but not present at a conference or seminar should be cancelled or postponed.
• A statement of approved travel will need to be submitted when a travel request is made.
• Questions to consider before requesting travel approval include:
  o Is this revenue generating?
  o How is it support our academic and research mission?
  o Is the student / employee presenting, receiving an award or just attending?

Presentations / Seminars / Conferences
• Typical departmental seminars may be held. If seminars have not been scheduled yet though, they should be postponed until the Fall.
• If an individual is being invited to present at a seminar, defer the in-person presentation to the next semester.
• All student organization activities and conference attendance will need to be reviewed on an individual basis.

Events
• Be frugal and find ways to cut costs. Event requests including those generating revenue will be subject to review. All attempts must be made to reduce costs.
• Attendance at society conferences must be approved unless supported by external funds.
• If costs can be refunded, trips should be canceled.
• The schedule of events and individual departmental meetings need to be reviewed by the department chairs and the college finance, budget and procurement groups.
• Things to consider before planning an event:
  o Is this revenue generating?
  o How does this event support our academics and research interests?