



May 13, 2025

From: Ed Seidel, President
Scott Turpen, Interim Provost
Parag Chitnis, Vice President for Research & Economic Development
Alex Kean, Vice President, Budget & Finance
Bob Link, Associate Vice President, Human Resources

To: Cabinet, Deans, Associate Deans, Vice Provosts, Department Heads, Directors, Associate Vice Presidents, Senate Leads

Subject: University Support of Full-Time Employees and Graduate Students Impacted by Federal Stop Work Orders

Colleagues,

Unexpected terminations of federally funded grants can be deeply disruptive and distressing—for the faculty involved, and especially for the staff, postdocs, and students whose positions and academic progress depend on that funding. At the University of Wyoming, we recognize the immense personal and professional toll these events can take. We are committed to doing all we can to support affected individuals during these difficult transitions. To date, one employee and no students have been affected and this individual's transitions has been supported by the University.

Below is guidance to help campus leadership, departments, principal investigators (PI), and affected personnel navigate these situations. Our goal is to provide continuity of employment and academic progress to the greatest extent possible, while remaining within the bounds of university policy, funding limitations, and federal regulations.

For Staff, Postdocs, and Scientists

When a federal stop work order terminates funding unexpectedly, we will first look for opportunities to reassign impacted employees to other available projects.

- **Reassignment First:** Employees will be transferred to another active grant or internal project, contingent upon available funding and PI approval.
- **Temporary Support:** If no reassignment is immediately available, the employee will be placed on **paid administrative leave, which includes continuity of benefits, for 30 calendar days**, supported by central funds.
- **During Paid Administrative Leave:**
 - Employees are encouraged to apply for any suitable open positions across the university.
 - HR Employment Partners will assist by notifying the hiring departments of the employee's applications and qualifications.
 - Employees are responsible for keeping HR informed of their application activity and updated contact information.

- **Applicants from this group who meet the minimum job qualifications will be granted an interview**, in recognition of their existing contributions to the university.

After 30 days, if no reassignment or placement has been secured, standard separation procedures will begin. We will continue to provide guidance and support throughout this period.

For Graduate Students

Graduate students are a vital part of our academic and research ecosystem, and we are especially sensitive to the academic and financial disruption a grant termination can cause them. We will work closely with departments and colleges to identify pathways that allow students to continue their studies and research with minimal interruption.

- **Initial Departmental Support:** PIs and departments should first explore reassigning students to other funded projects or using departmental funds, where available.
- **Options for Continued Support:**
 - Students early on in their academic program may be able to shift to another project or research topic.
 - Students closer to completing their dissertation may be transitioned into GTA roles or other departmental support positions.
- **College-Level Funding:** Colleges are encouraged to identify GTA positions or other available funds (e.g., Foundation accounts, Tier 1 engineering support, salary savings) that can be redirected to support affected students.
- **Central Support Requests:**
 - If no viable support is found at the unit level, a request can be submitted to the Graduate School for central funding.
 - Central sources are limited and could include any uncommitted graduate assistantships in the Graduate School and any central reserve funds or similar sources.
- **Prioritization:** In the event of limited central funding, **priority will be given to Ph.D. students** who are furthest along in their programs.

We are grateful to our faculty and administrative partners for their collaboration in addressing these difficult situations with compassion and urgency. Our ability to support our researchers and students through disruption is a reflection of our values—and of our commitment to maintaining a resilient and forward-looking research enterprise.