



Division of Research ‘Stop Work-Order’ Guidance

Stop Work Order

<i>Effective Date:</i>	January 27, 2025
<i>Responsible Office:</i>	Office of Sponsored Projects Administration (OSPA)
<i>Contact:</i>	Executive Director, OSPA

Purpose

This guidance documents the steps necessary to process a Stop Work Order (SWO) from a sponsor.

Scope

This guidance and procedure apply to all sponsored contracts associated with a 5xxxxx fund number.

Procedures

A Stop Work Order is an order issued by the sponsor to suspend work under a contract but without terminating the contract. The order will specify a date beyond which the contractor may not perform. Any costs incurred after that date become unallowable, except to the extent that they were in some way unavoidable.

Upon receiving a stop work order from the sponsor, immediately forward the SWO to the Office of Sponsored Projects Administration (gca-postaward@charlotte.edu). The Executive Director in the Office of Sponsored Projects will process the stop work order by notifying the PI, the college’s Associate Dean, the Office of Research Services, the Division of Research Vice Chancellor, Associate Vice Chancellor, and Assistant Vice Chancellor, the Controllers Office, and the Financial System Support office. OSPA will subsequently issue stop work orders to all subrecipients and freeze the grant in Banner.

Federal Government Stop-Work Order

A stop-work order by default can only last for 90 days before the government must do one of the following

- Authorize work to begin
- Extend the stop-work period
- Terminate the contract

Subawardees

OSPA will issue a stop-work to subcontractors working under the contract, giving them the same date to stop work. If the institution does not issue orders to subcontractors, the institution will likely still be liable for their expenditures but will not be reimbursed by the government for any of those costs incurred by the subcontractor after the date specified in the stop-work order.

Private sector Stop-Work Order

Private sector contracts may have stop work order clauses. Please refer to the terms and conditions of the agreement before making any decisions about continuing the work on a project where the sponsor has issued a stop work order.

Questions

Questions regarding this guidance can be sent to gca-postaward@charlotte.edu and research@charlotte.edu.