Application of Covid-19 label

This job aid will explain how the COVID-19 label can be added to/removed from a segment or request. The Covid-19 label allows any new projects and proposals for Covid-19 research or existing projects that are pivoting to Covid-19 research to be labelled as such. It is important to note that the Covid-19 label is not universally applied; each request and segment must have the label manually added/removed (ex: adding the COVID-19 label to an initial request will not automatically apply the label to the segment).

Who can apply/remove the COVID-19 label

Only members of the central offices (OSP, SPH ORA, and HMS ORA) are able to update segments and requests to add or remove the COVID-19 label. If a member of a school or department believe that their segment or request should be labelled as such, they should work with their pre-award representative in their respective central office.

Steps to add label to an initial/renewal, or segment

1. To add the Covid-19 label navigate to the initial/renewal or segment home and select the “Actions” button.
2. From the drop down select the “Apply COVID-19 label”

   ![Apply COVID-19 label]

3. To remove the Covid-19 label repeat step 1 and from the drop down select the “Remove COVID-19 label”

   This action will also remove the Covid-19 label from Key information.
Steps to add label to non-converted request types

1. To add the Covid-19 label navigate to the request home of a non-converted request type (ex: Continuation, Supplement, Changes to existing segment, or Internal requests)
2. Under the Request attributes panel will be a row titled COVID-19, on the far right of the row select “Apply Label” button.

3. To remove the Covid-19 label repeat step 1 and under the Request attributes panel will be a row titled COVID-19, on the far right of the row select “Remove Label” button.