

## 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.

Members of school and department offices have the ability to answer the question “Does this project include work related to SARS-CoV-2/COVID-19?” through school specific questions in requests. Answering yes to the school specific question will not flag the proposal, request, or segment as COVID, but will be an indicator to the central office that there is a COVID component. The school specific questions are available in the following request types:

- Initial and Competing renewals
- Continuations
- Supplements

## 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**”

**Segment 1** Documents | History | Comments (0) | Related links | **Actions**

		Obligated dates		Anticipated dates		
				Apr 16, 2020 - Apr 18, 2020		
		Authorized	Anticipated	Expended	Balance	
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Direct	\$0	\$0	\$0	\$0	\$0	
Indirect	\$0	\$0	\$0	\$0	\$0	

Key information

- ✓ Animals
- ✓ COVID-19

20 do not apply: [Show all](#)

**The Covid-19 Label will now be applied and will be visible in Key information.**

- 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.

**Segment 1** Documents History Comments (0) Related links **Actions**

		Obligated dates		Anticipated dates		Balance	
		Authorized	Anticipated	Expended			
<b>Total</b>		\$0	\$0	\$0			\$0
Direct		\$0	\$0	\$0			\$0
Indirect		\$0	\$0	\$0			\$0

Actions

- Create request
- Log notice
- Make revision
- Segment closeout
- Remove COVID-19 label**

### Steps to add label to non-converted request types

- 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)
- Under the Request attributes panel will be a row titled **COVID-19** , on the far right of the row select **“Apply Label”** button.

Request attributes			
Request number	6385362	Retroactive	No
Type	Continuation		
Status	Under development		
COVID-19	No	<b>Apply label</b>	

Request attributes	
Request number	6385362
Type	Continuation
Status	Under development
COVID-19	Yes

Applying the Label will change the Covid-19 Request attribute to **“Yes”**

- 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.

Request attributes			
Request number	6385362	Retroactive	No
Type	Continuation		
Status	Under development		
COVID-19	Yes	<b>Remove label</b>	

Request attributes	
Request number	6385362
Type	Continuation
Status	Under development
COVID-19	No

Removing the Label will change the Covid-19 Request attribute to **“No”**