

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”**

Segment 1

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

Action memos	7	Dates and dollars			
Requests	2	Obligated dates		Anticipated dates	
Accounts	1	Apr 16, 2020 - Apr 18, 2020			
Edit GL budgets		Authorized	Anticipated	Expended	Balance
Research team	1	Total	\$0	\$0	\$0
		Direct	\$0	\$0	\$0
		Indirect	\$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.

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.

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

		Dates and dollars			
		Obligated dates	Anticipated dates		
			Apr 16, 2020 - Apr 18, 2020		
		Authorized @	Anticipated	Expended	Balance @
Total		\$0	\$0	\$0	\$0
Direct		\$0	\$0	\$0	\$0
Indirect		\$0	\$0	\$0	\$0

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

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.

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

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”

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.

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

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”