

## COVID-19 Sponsor Notification and Request Form

Please complete this form if your sponsored project activities have been hindered due to COVID-19 precautionary measures and/or illnesses. The Office of Grants and Contracts Administration (OGCA) will review sponsor policies and contact the sponsor if notification or approval is required. OGCA will review your request, and will either submit a notification/request to the sponsor for approval or notify the appropriate internal party.

PI Name:

Sponsor:

Banner G#:

Please check each area that applies to this request:

Delay in completing financial reviews related to submission of financial reports

Delay in submitting a technical progress report (e.g. NIH RPPR) by the scheduled due date

Request carryforward of unobligated balances from prior year to current year for immediate effort to support activities related to or affected by COVID-19

Extend the final budget period for 12 months due to project suspension

Contact sponsor to invoke the force majeure clause if it is included in the contract or subcontract

Continue charging salaries and benefits for the following researchers who are **unable to work** as a result of or related to the effects of COVID-19 in accordance with university policy <https://www.alaska.edu/bor/policy/04-06.pdf>

NAME

ROLE

*If progress of the work will be impacted, PIs should consult with their program officer to determine if a scope of work change, time extension or other action is necessary. List any additional names on next page.*

Continue to provide stipend payments to fellows and trainees who may be **unable to work** as a result of or related to COVID-19. List any additional names on next page

NAME

ROLE

Charge non-refundable costs associated with grant-related travel that has been cancelled due to COVID-19 that would have otherwise been allowable. Process in accordance with university guidance.

Charge non-refundable registration fees for conferences, symposiums or seminars that have been cancelled due to COVID19 that would have otherwise been allowable and necessary to accomplish program objectives.

Pre-award costs > 90 days as a result of a delayed award affected by COVID-19.

Change in scope as a result of or related to the effects of COVID-19.

Other Request: Please describe in full detail below.

UAF will provide documentation to the sponsor describing institution-wide impacts, including:

- <https://gov.alaska.gov/wp-content/uploads/sites/2/03232020-COVID-19-Health-Mandate-010-Attachment-A.pdf>
- <https://gov.alaska.gov/wp-content/uploads/sites/2/03272020-SOA-COVID-19-Health-Mandate-011.pdf>
- <https://gov.alaska.gov/wp-content/uploads/sites/2/03272020-SOA-COVID-19-Health-Mandate-012.pdf>

**Please provide a detailed statement explaining your request, including how the precautionary measures and/or illness have impacted/will impact your study. Provide details regarding impacts to schedule, cost, ability to meet technical requirements or deliverables, and any other areas as applicable.**