

## College of the Environment COVID-19 Response Guidance: Maintaining Research Continuity

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- **Mitigating Impacts on Research:** The Office of Research has provided guidance on research activities, involvement of undergraduate and graduate students working on research and conducting fieldwork outside of Seattle (travel or mandated social distancing). These advisories are updated on occasion:
  - [Research update on “Stay Home, Stay Healthy” directive](#)
  - [Mitigating Impacts to Research Activities Due to COVID-19](#)
- For the central UW offices, it is business as usual until otherwise told, so we should not experience anything outside of the ordinary with the handling of any of our items unless something extraordinary happens going forward. OSP, OAW, HSD, EH&S, GCA and Travel are considered essential staff and have their respective business continuity plans in place.
  - **Office of Sponsored Programs (OSP)**
    - As changes impact sponsored program activities, OSP will generally communicate via [MRAM](#) with these communications posted here: <https://www.washington.edu/research/announcements/>
    - Hardcopy/ink-signatures are discouraged. If you have a sponsor who requires hardcopy/ink-signature documents, you should check to see if they can make an exception to accept electronically-signed documents in light of the current health situation and remote working arrangements. If a sponsor insists on ink-signatures/hardcopy documents, you will need to mail or campus mail these to OSP with reference to the GC1 number for situations where there is an approved GC1 already in place\*:
      - For mailing: Office of Sponsored Programs; 4333 Brooklyn Avenue N.E.; Seattle, WA; 98195-9472
      - For campus mailing: Office of Sponsored Programs; UW Mailstop 359472

*\*For situations where you’ve received a document that is related to a sponsored program and where there is no approved GC1 in place, this will require a GC1 (After-the-Fact) to be routed in addition to mailing the hardcopy documents - connect with your unit’s research administrator for further guidance.*

  - If you need to have a meeting with a member of OSP, you should email first to get this scheduled ([osp@uw.edu](mailto:osp@uw.edu)).
  - [GIM-19 RTS Deadline](#): Effective March 11-31, OSP will not require a GIM-19 waiver request to be reviewed and approved by the unit’s Chair/Director *when the underlying reason for the waiver request is due to COVID-19 impacts (e.g. PI / Key Person illness, school closures)*. The Dean’s Office is also suspending their [normal policy](#) of requiring Dean’s Office approval and submission of the GIM-19 waivers under the same circumstances. The suspension of the normal Dean’s Office approval process will coincide with the OSP temporary policy change and so may be extended

accordingly if OSP decides to extend their change beyond March 31. However, the Dean's Office is requesting to be cc'd on the waiver requests (or otherwise receiving a copy) sent to OSP so that ignorance of them does not slow down the eGC1 review within the Dean's Office. Please copy Rob Wood ([robwood2@uw.edu](mailto:robwood2@uw.edu)) on your GIM-19 waiver requests.

- A reminder that GIM-19 Waiver requests *are to be requested prior* to the GIM-19 RTS deadline (not day of or after) in order to ensure review and acceptance of the waiver can be accomplished in time. The waiver requests should be sent to [osp@uw.edu](mailto:osp@uw.edu) referencing the related GC1 number.
  - Routing COVID-related proposals: This is likely not something the College of the Environment will see much of, but there are some tips for the routing of COVID-related submissions. If you have something to be submitted in response to COVID, your unit's research administrator will know based on what you're doing and be able to ensure OSP's tips are followed.
  - Pre and Post Award Requests: The handling of requests related to COVID-19 research are being prioritized over non-COVID-19 items.
- **Environmental Health & Safety (EH&S)**
    - Any in-person committee meetings are transitioned to Zoom where possible (e.g. Institutional Biosafety Committee (IBC), Radiation Safety Committee, University-Wide Safety Committee). For EH&S trainings, when possible in-person classes are also being transitioned to Zoom or other methods that support social distancing. Visit the [EH&S website](#) for changing guidance.
  - **Grant and Contract Accounting (GCA)**
    - The main phone line will likely be closed, so for fiscal-related matters on your sponsored programs, you should plan to communicate either by [GrantTracker](#) for the project budget number (preferred) or via email ([gcahelp@uw.edu](mailto:gcahelp@uw.edu)).
    - Where hardcopy documents are required, there will likely be delay due to remote working arrangements; as with OSP's guidance, seeing if a sponsor will accept electronically-signed documentation in lieu of hardcopy documents will help mitigate additional delays.
    - For allowable costs – including cancelled travel – in relation to COVID-19 impacts, you should regularly view the following [Post-Award Fiscal Compliance webpage](#) for guidance on how to handle.
  - **UW Travel Office**
    - If you have travel that would be supported using either sponsored award funds or non-sponsored award funds, you will want to regularly view the [UW Travel Office webpage](#) for guidance on how to cancel, reimbursement for costs, etc. The Travel Office encourages individuals to sign up to their [listserv](#) for communication regarding travel policy/procedure and urgent notifications.
  - **Office of Animal Welfare (OAW)**
    - Current guidance is as follows, but you should work with your unit's administrator/HR director to identify key personnel on your research team with appropriate training who could come in to perform critical research tasks for your

animals (designated essential personnel need to be specified to have access). You should view [OAW's website](#) for changing guidance as necessary.

- Consider postponing the start of any new studies and the ordering or breeding of new animal cohorts.
- Remember to submit IACUC protocol amendments if changes to study design are made, including extending experimental timelines. Your OAW liaison can help. Review approved changes with all staff members.
- Coordinate with OAW and DCM/WaNPRC to minimize the impact of the current situation on your active research.
- Ensure that all personnel are complying with PPE and personal hygiene recommendations

○ **Human Subjects Division (HSD)**

- There is a temporary halt of some human subjects research studies and procedures that involve in-person interaction. If you have an active IRB study that may be impacted, you should regularly review the HSD's [COVID-19 webpage](#) for changes and additional guidance. If you have questions, contact [hsdinfo@uw.edu](mailto:hsdinfo@uw.edu). HSD will also be prioritizing applications and changes to existing in response to COVID-19, therefore there may be a delay in response for other types of applications. For paper applications, these should be emailed and not mailed or dropped off in-person to [hsdinfo@uw.edu](mailto:hsdinfo@uw.edu).

- Unit and College administrative services remain operational.
- **Travel:** The [University's coronavirus webpage describes restrictions on travel](#) in response to COVID-19. For international travel and related activities, the [UW Office of Global Affairs](#) has additional guidance (including for those currently abroad).
- Sponsors such as [NSF](#), NIH, and the Department of Energy are beginning to alert proposers of extensions to some of their opportunity submission deadlines. The specific funding opportunity will indicate the date of extension, if there is one. You are encouraged to review sponsor websites for special announcements if considering a submission or requesting changes to an existing award.
- A number of sponsors are also telecommuting and they continue to remain operational. However, there may be longer wait times for responses (including issuance of awards or post-award requests such as extensions, carryovers, etc.) as everyone adapts to their new working arrangements and/or prioritizing COVID-19 supported activities and opportunities. It is recommended that we proceed with our requests as we normally would unless a sponsor indicates otherwise; as we may experience additional delay as result of COVID-19, we want our requests to be available for when our sponsors are ready to handle.
- **Federal Contracts** (opposed to federal assistance funding - i.e. grants): DHHS (who oversees a number of federal agencies) has released communication for their Contracting Officers. If you have a federal contract and have concerns with the impact of COVID-19 on conducting the activities in that contract, you should reach out to your Contracting Officer to discuss and devise a plan of action.