

Late Proposal Applications & Progress Reports due to COVID-19

- **New/Renewal Applications:**

Per the recent [NIH Notice NOT-OD-20-086](#), submission of late applications will be considered for NIH applicants and recipients where the entity is conducting research activities related to or affected by COVID-19. Affected entities are those that have been closed, or business activities have been hindered due to COVID-19 precautionary measures and/or illnesses. Entities that are affected will be asked to provide documentation to NIH describing the effects, and how long their facility and NIH related research, clinical practices, or instruction was and/or will be affected.

NIH requires that you submit a cover letter with your late application requesting acceptance due to the impact of COVID-19. As part of the justification, we are providing the statement for your use in the cover letter:

On Tuesday, March 17, 2020, Santa Clara County issued a shelter-at-home order in an effort to slow the spread of COVID-19 in our community. In support of the order, Stanford University has closed the campus, implemented online teaching for all courses and shut down all research services and activities. All administrative support functions are only available remotely. Access to campus office spaces, classrooms, clinics and laboratories is limited to personnel performing critical procedures, processes or equipment management. All faculty, staff, postdoctoral scholars and students are required to shelter-at-home unless they are providing essential services.

In addition to the above statement, the applicant should insert additional justification for the late submission request.

- **Progress Reports**

If you are unable to complete and submit Research Progress Performance Report (RPPR) by the scheduled due date, due to the effects of COVID-19, you must contact the assigned Grants Management Specialist and Program Official to let them know the reports will be late. Your notification should include the italicized paragraph above. Your Institutional Official in RMG or ORA should counter-sign the notification.

NIH will accept these late reports but will delay issuing grant awards until the reports are received and accepted by the appropriate Institute or Center (IC).