

## COVID19 Sponsor Notification and Request Form

Please complete this form if your sponsored project activities have been hindered due to COVID-19 extraordinary measures and/or illnesses. You will either submit a notification/request to the sponsor for approval or notify the appropriate internal party.

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Please check each box that applies to this request:

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 COVID-19 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 detail below.

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

- X [\[REDACTED\]](#)
- X [\[REDACTED\]](#)
- X [\[REDACTED\]](#)

