



March 30, 2020

Dear HJF Partner,

HJF highly values the safety and health of our collaborators, consultants, contractors and the communities in which they live and operate. Novel Coronavirus (COVID-19) presents an unprecedented challenge to managing research. It is hard to keep up with the many notices and easy to miss where agencies are taking different positions. HJF wants to do what we can to support those responsible for performing under our agreements and thus are sharing guidance from the Council on Government Relations ([COGR](#)) Institutional and Agency Responses to COVID-19 and Additional Resources

NIH Notice [NOT-OD-20-086](#) details the flexibilities available for grantees, including extensions on reporting requirements and cost flexibilities. [NOT-OD-20-087](#) discusses issues relevant to human subject research. Federal agency positions may vary from NIH. Do not assume agreement terms and conditions automatically change due to agency guidance from OMB ([M-20-17](#)). A formal request for sponsor approval must be made for administrative relief for recipients of federal financial assistance directly impacted by COVID-19 due to loss of operations. If you have questions how a sponsor's position may apply to your agreement with HJF, please contact your HJF Contract or Grants Office representative.

Currently, HJF remains open and operational in the hopes of continuing to meet requirements of our sponsors and customers, while maintaining the safety of our teams and our contractors. If you are able to do so, we request you include us in general updates regarding the impact of COVID-19 to your work site by emailing: osp@hjf.org.

Please inform your HJF Contract or Grants Office POC if you anticipate any potential risk for a specific project or deliverables due to COVID-19.

Most importantly, we hope you and yours stay safe and healthy.

Sincerely,

Alyssa Shepard, Ph.D.
Vice President, Research Administration
The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc.
6720A Rockledge Dr., Suite 100
Bethesda, MD 20817

ashepard@hjf.org