

In light of recent events involving the coronavirus (COVID-19) outbreak, ORSO has put together a plan for involuntary absenteeism due to sickness or prevention of the spread of the virus. Ideally, we would like to see no interruptions in our proposal submission or award processing, even if our staff is unavailable or working remotely.

We have reviewed our tasks, goals, and procedures, and have developed the following list of proposal and award (and other) priorities in the event our staff is unable or incapable of working from campus.

1. Proposal submission
2. Non-proposal deadlines
3. ORSO Inbox

Proposal submission: We will ensure proposals are still submitted on time. We will work with WSU Spokane and Vancouver research administration personnel to ensure all services will have back-up as needed to allow for absences without losing out on grant opportunities.

Non-proposal deadlines: We will work with WSU Spokane and Vancouver research administration personnel to ensure all services will have back-up as needed to allow for absences.

ORSO inbox: We have multiple staff with access to the ORSO inbox, so we do not foresee any delays in responding to requests or inquiries.

Our primary goal is to mitigate any impacts an outbreak might have to ongoing research, which includes the processing and approval of grants and proposals. Additionally, we have plans in place to ensure our IT team is available to prevent or repair any disturbances with access to sites like [MyResearch](#) and ORSO.wsu.edu. We also encourage everyone to check out the [WSU coronavirus website](#) for updates and information.

Thank you all for your partnership and support as WSU works to confront these very important issues!

Dan Nordquist, Associate Vice President for Research