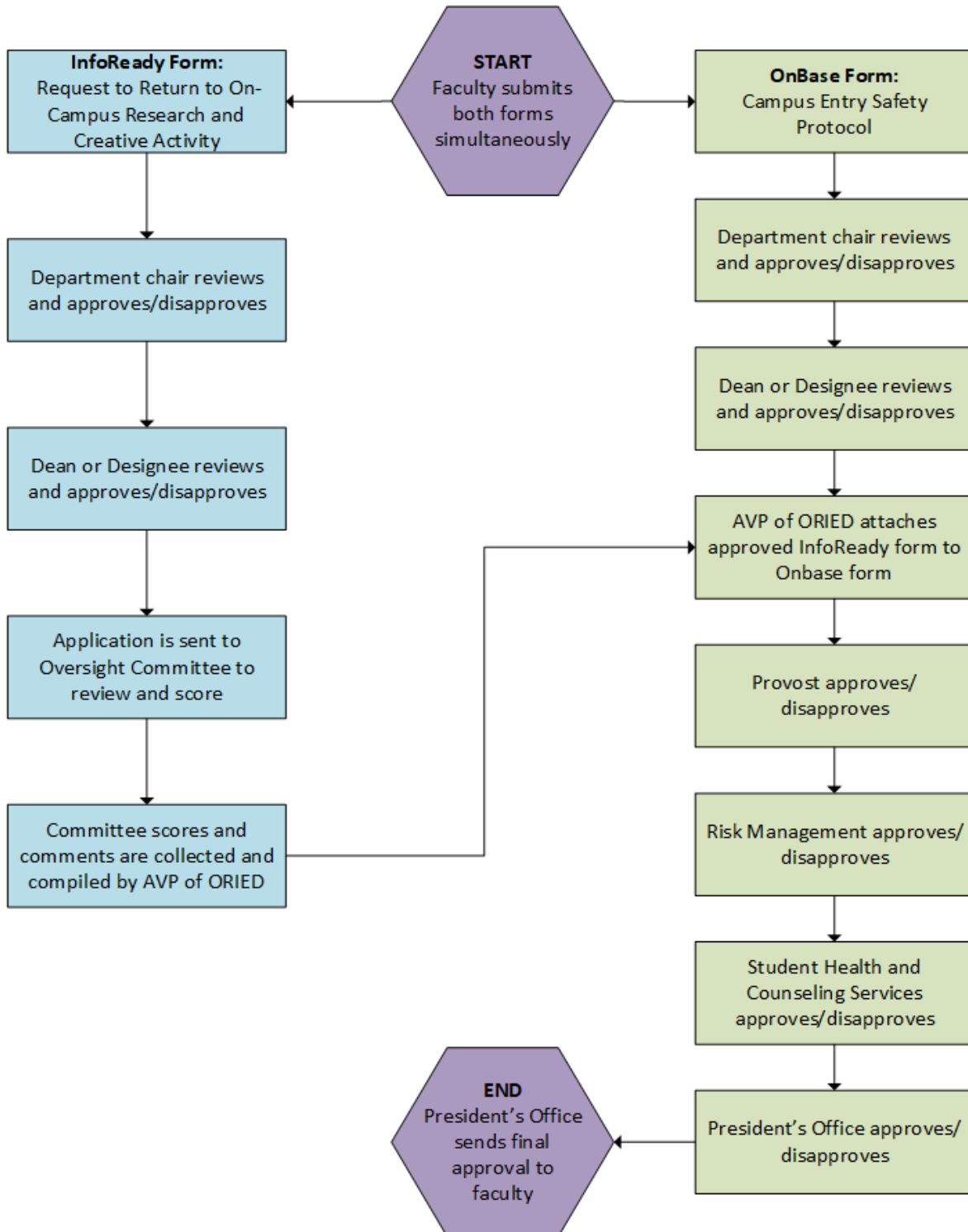




Restarting Research at Sacramento State

Approval Workflow for PI Request for Restarting Research On-Campus

The President has final approval for research restarting on Campus. Faculty who are interested in pursuing such approval must submit a request through InfoReady and OnBase. Requests will be routed for approval through the following workflow:



Request Submission Process:

1. Review informational materials and guidance on the following webpages:
 - a. [COVID-19 Safety Planning for Use of Campus Space](#)
 - b. [Guidelines for Restarting Research On-Campus](#)

2. Complete and submit the InfoReady and OnBase form:
 - a. [OnBase Campus Entry Safety Protocol Form](#)

This form is intended to guide all campus activities that are being reinstated and expanded to allow for safe access. In order to facilitate a safe and healthful return, Risk Management requires the completion of the following form so that Environmental Health & Safety (EH&S) department can assist with the precautionary and preventative steps required to ensure and guide the safety of the campus community as they repopulate the campus.
 - b. [InfoReady Request to Return to On-Campus Research and Creative Activity](#)

This form is managed by the Offices of Research, Innovation, and Economic Development (ORIED) and must be submitted as a supplemental requirement of the EH&S form. A requirement of the restarting request is for applicants to include a copy of their department safety plan. Applicants should coordinate directly with their department to obtain their safety plans. Development of the safety plans are the responsibility of the department and college.

Note: OnBase and InfoReady forms are required for on-campus research only. Field-based research safety protocols are the responsibility of the sponsoring location.

3. Both forms are routed separately to the applicant's department chair for review and approval/disapproval.
4. Both forms are routed separately to the applicant's dean or designee for review and approval/disapproval.
5. InfoReady request will be submitted to the Oversight Review Committee for review and scoring based on this [rubric](#).
6. Scores and comments will be collected and compiled by the AVP of ORIED who will then attach the approved InfoReady request to the OnBase Campus Entry Safety Protocol form.
7. The Provost, Risk Management, and Student Health and Counseling Services will conduct their review of the OnBase form and attachments.
8. OnBase form will be routed to the President for final approval. The President's Office will send final approval notices to faculty. Faculty may also check OnBase for the final approval if they do not receive notification.