

## Restarting Research at Sacramento State

### Guidelines for Completing the Restarting Research Request Form

Your request will be reviewed by your department chair, dean, EH&S, and a campus-level committee before being forwarded to the Provost and President for final approval. This document is intended to serve as a checklist to ensure your request is both persuasive and appropriate. These guidelines are based upon the [CSU Chancellor's Office COVID-19 Guidance](#).

#### Justification

In this section of your request, you must provide justification for what it is you want to do, when you need to do it, and why it is important that work be completed. All requests are to be submitted online via [InfoReady Review](#). When writing your justification, please consider the following:

- Have you demonstrated a compelling, time-sensitive need to return to campus? Examples include but are not limited to the following:
  - Is your work funded by an internal or external grant?
  - Is your work seasonal in nature, requiring that it take place now?
  - Do you have deadlines set by external collaborators that you need to meet?
  - Are there other significant deadlines you need to meet?
  - Would there be a significantly negative impact on your progression to tenure or promotion if you cannot complete this work?
  - What other impacts would lack of ability to progress have on you?
  
- Have you demonstrated that your work requires access to specialized campus facilities?
  - If the facilities are not under the control of your department/college, do you have permission to access them from the department/college that does control those facilities?
  
- Have you demonstrated that your work absolutely cannot be conducted virtually?
  
- If you are requesting permission for other students/staff to work with you, have you justified the need for those students/staff?
  - Are you requesting access for graduate students who are near completion of their thesis or culminating project?
  - Are you requesting access for undergraduate students who are approaching graduation and participating in senior thesis research or creative activity?



- Are you requesting access for students who are funded by grants?
- What proportion of your regular group size are you requesting access for?
  
- If your work involving students is related to a course or co-curricular activity, has that course been approved in-person instruction?

### Activities/Safety Plan

In this section, you should outline what the work you are proposing entails and how that work can be accomplished while minimizing risk to yourself and others. Work with EH&S and Department Chair to finalize your safety plan before your request is submitted to the Dean. Make sure that you have submitted your EH&S form and have received a confirmation email that your EH&S request has been approved. Safety plans should include consideration of the following:

- The spaces you will need to access and the types of activities that will need to be completed within them. Examples include but are not limited to:
  - Lab spaces for benchtop and/or hood procedures
  - Practice spaces for performance arts
  - Support spaces such as stock rooms and/or machine shops
  
- If you are requesting access to shared spaces, have you confirmed with your department chair that an approved safety plan for that space is on file?
  
- How will you ensure adequate social distancing can always be maintained?
  - Will you construct schedules to avoid too many people present at any one time?
  - Based upon the size of the facility and the nature of the work, how many people will be allowed to work together at any one time?
  
- Will you provide training to anyone associated in this work on the safety plan and how will you document that?
  
- Will a technician be required to provide safety training for your students and will that environment be safe for the technician?
  
- What PPE will you require and how will that be provided?

- What cleaning protocols will you put in place?

**PLEASE NOTE:**

- Two different research groups cannot use a lab at the same time; therefore, use must be staggered with any jointly used labs.
- The PI must take full responsibility for safety.
- There can only be one person in charge at a time.