**College of Liberal Arts**

**Guidelines for Research & Creative Activity Continuity**

April 28, 2020

In consideration of the disruptions to operations resulting from COVID-19, the College of Liberal Arts is implementing an approval process for research or creative activity involving two or more participants in the same location and for faculty supervision of student research or creative activity. Our objective is to ensure safe and effective continuation of research/creative activity and other scholarly activities outside of the credit-bearing instruction. Public health guidelines and University guidelines have priority and can change at any time.

CLA faculty or graduate students who plan to work on research or creative activity on campus or at remote sites in pairs or groups and faculty or staff who will supervise student research or creative activity must complete and submit the attached document to their department chair or supervisor no later than two weeks prior to the start of work or project start date. One form needs to be completed and approved for each discrete project. Department chairs/supervisors will evaluate the proposed plan and assist the faculty with revisions as needed and send all approved questionnaires to the dean no later than one week prior to the start of work or project start date. NO WORK MAY BEGIN PRIOR TO OBTAINING APPROVAL of the department and college.

The purpose of the questionnaire is to promote the safety of employees and students, provide for the continuation of the University mission, and fulfill University obligations to research sponsors and collaborators.

Only CLA faculty, graduate students, or staff members who plan to work on projects on campus or at remote sites in pairs or groups and faculty or staff who will supervise student research or creative activity need to complete the attached form. Complete only one form per project, please. **Research or creative activity that is part of a remote or online course does not require approval as no in-person contact is permitted in such courses at this time.** If you are not sure whether your project requires approval, ask your supervisor.

The department chair/supervisor and the dean have the authority to request revisions to plans prior to approval.

This approval procedure is effective immediately and remains in effect until further notice.

Karen Petersen, Dean

College of Liberal Arts

**Research/Creative Activity Continuity Questionnaire**

Faculty Name:       Department:

1. Are you performing research or creative activity this Summer that involves collaboration?

[ ] Yes [ ] No (If No, skip to Question 6)

1. Is this collaboration part of an externally funded contract or grant?

[ ]  Yes [ ]  No

If Yes, what is the project name?       Who is the primary funder?

1. Will the activity be conducted remotely/virtually?

[ ] Yes [ ] No (If Yes, skip to Question 6)

1. Where are you conducting that activity (check all that apply)?

[ ]  In University facilities. Specify building & room:

[ ]  Off-campus field site(s). Specify site:

[ ] Other. Please describe:

1. How will social distancing and hygiene protocols be ensured? Describe protocols and responsibility for enforcement in detail.
2. Are you supervising/mentoring undergraduate or graduate student research or creative activity this Summer?

[ ] Yes [ ] No (If No, skip to Question 12)

1. Will the activity be conducted remotely/virtually?

[ ] Yes [ ] No (If Yes, skip to Question 12)

1. Where are students conducting that activity (check all that apply)?

[ ]  In University facilities. Specify building & room:

[ ]  Off-campus field site(s). Specify site:

[ ] Other. Please describe:

1. Does the activity require the student researcher to collaborate in person with others?

[ ] Yes [ ] No

If yes, estimated number of collaborators:

1. How will social distancing and hygiene protocols be ensured? Describe protocols and responsibility for enforcement in detail.
2. How will adequate supervision of student researchers be maintained? Describe in detail.
3. Please include any additional information you feel is pertinent to your request.

**Department/College use only**

Department/supervisor approver’s name       Date approved       Comments

College approver’s name       Date approved       Comments