**NJIT**

**Research Continuity and Recovery Plan**

**Phase-1 Research Operation (PRO-1) Plan**

**Recovery Phase-1 Protocol**: Minimal research operations approved through chairs, deans and senior vice provost for research to pursue time-sensitive priority research such as projects related to COVID-19 response; approved Essential Research Operation (ERO) plans in Phase-0; long-term research experiments with cell-lines, animals, and human subjects that were already underway before Phase-0; grants and contracts expiring within six months; submission of proposals in response to special solicitations (Requests for Proposals); and projects involving students with graduation requirements.

* Requests for projects considered time-sensitive should be directed to departmental chairs. The dean and senior vice provost for research will provide guidance as needed.
* All research operations at NJIT facilities in this phase must follow the highest possible level of social distancing implemented.
* Research that can be conducted remotely should be continued to the extent possible.

Research Lab/Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Lab/Facility Location (Room #, Building): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Lab/Facility: Dry \_\_\_\_\_\_ Wet \_\_\_\_\_\_\_\_ Computational \_\_\_\_\_\_\_\_\_\_

Use of Hazardous Material: Yes/No Special Utility Needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Lab/Facility Director Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Lab/Facility Director Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_

Chair Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Dean Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

1. Personnel request for lab access for minimal research operations (list all personnel and their emergency contact information for EHS)

Total number of researchers and staff in the Lab for whom the lab access is requested (lab access to undergraduate students requiring supervision may not be requested in Phase-1):

Personnel Information:

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Rank: Faculty, Research Professor, Post-Doc, Staff, Graduate Student, Undergraduate Student, Staff

Phone: \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Rank: Faculty, Research Professor, Post-Doc, Staff, Graduate Student, Undergraduate Student, Staff

Phone: \_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_

………..

1. Provide a schedule of lab access for above listed researchers. Based on the lab space, equipment, type of research and number of students, you may schedule students to come to the lab on different days (such as one group on MWF and another on Tu, Th, S; or on alternate days) and/or at different times during the days. Such flexible scheduling can help in enforcing social distancing and safety protocols without overcrowding the lab or facility/building.

Lab Access Schedule:

Weekdays (Monday – Friday):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | Start Time | End Time | # of faculty and Res Professor | # of Post-Docs | # of Graduate Students | # Other Personnel |
| Monday |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| ….. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Saturdays:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Time | End Time | # of faculty and Res Professor | # of Post-Docs | # of Graduate Students | # Other Personnel |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Sundays:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Time | End Time | # of faculty and Res Professor | # of Post-Docs | # of Graduate Students | # Other Personnel |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Description for Phase-1 Minimal Research Operation (Describe the purpose with a brief summary of the project and lab activities):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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C.1. Use of Animals: Yes/No; If yes, describe any protocol for the use of animals with the IUCUC approval information and justification for limited animal research in Phase-1:

IACUC Approval Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IACUC Protocol Summary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Lab Facility for Animal Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type and Number of Animals to be Used in Pahse-1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type and Number of New Animals to be Ordered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justification of the Use of Animals in Phase-1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C.2. Use of Human Subjects: Yes/No (Exempted projects should mark “Yes”). If yes, describe human subject protocol and whether it is already approved and essential to the research project. (Human subject participation through remote operations is encouraged in Phase-1. Any essential use of human subjects for face-to-face interactions must be well justified, re-approved by institutional IRB for Phase-1 operation, and follow the social distancing and safety protocols.):

IRB Approval Number and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Subject Protocol Summary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

Justification for Face-to-Face Interaction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Justification for the requested Phase-1 Research Operation (PRO-1).

Provide a brief justification for the urgency for Phase-1 research operations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.1. Externally Funded Grant Supporting Research:

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.2. Graduation Requirements

Graduate Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Graduation: \_\_\_\_\_\_

Graduate Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Graduation: \_\_\_\_\_\_

…….

1. Resources and supplies needed for personnel and lab safety protocols for Phase-1 research operations.

Dust/Protective Masks: \_\_\_\_\_\_ Surgical Masks:\_\_\_\_\_\_

Goggles: \_\_\_\_\_\_\_ Face Shields: \_\_\_\_\_\_\_\_

Alcohol Wipes: \_\_\_\_\_\_\_ Gloves: \_\_\_\_\_\_\_\_\_\_\_

Disinfection Cleaners: \_\_\_\_\_\_\_\_ Sanitizers: \_\_\_\_\_\_\_\_

Gowns: \_\_\_\_\_\_\_\_\_\_\_\_ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Anticipated risks and risk management plan in response to COVID-19 outbreak (describe any safety, health and other risks associated with the requested research operation and how they will be minimized through lab safety maintenance, disinfecting and social distancing protocols).

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Please submit the completed form with approvals from department chair and college dean to the senior vice provost for research ([dhawan@njit.edu](mailto:dhawan@njit.edu)) by June 5, 2020