**PRINCIPAL INVESTIGATOR (PI) RESEARCH RE-START REQUEST FORM**

**OFF-CAMPUS FIELD & THIRD-PARTY SITE RESEARCH**

**\*NEW MARCH 22, 2021\***

Before seeking Chair and Vice-Dean Research approval, researchers who wish to conduct research at an off-campus site or conduct on-site field research (e.g. Koffler Scientific Reserve, Hart House Farm, Gull Lake) must complete and submit (in PDF format) the new online [Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4) to Occupational Health and Safety (OHS) at ehs.office@utoronto.ca.[[1]](#footnote-2)

If the Off-campus research involves Face to Face Human Subjects research, researchers must first complete and submit the [Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4) with their Research Ethics submission (to be uploaded as a PDF copy to the Documents Summary (Section #13) of their My Research Human Protocols (MRHP) new submission or amendment).

Vice-Dean Research approval will follow OHS and/or Face-to-Face COVID-19 Review Committee approvals, as applicable.

**Note:** For all amendments, indicate **the new date beside the old one** and highlight the new information (i.e. in yellow) to distinguish updates clearly.

**Note:** A&S’s Off-Campus research form has been pared down to capture only essential information not captured in the new OHS [COVID-19 Review Form](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4).

All requests to resume **off-campus field research and/or third-party site research** require the approval of the Vice Dean Research in the Faculty of Arts & Science.

Please submit this completed form (with the appropriate attachments[[2]](#footnote-3)) to your Chair or Director (in your primary appointment unit), using the [A&S Research Re-start submission platform](https://utoronto.sharepoint.com/sites/artsci-researchrestart/SitePages/Home.aspx) – *unless you are planning to do fieldwork at the Koffler Scientific Reserve (KSR*). Your Chair/Director will review and, if approved, make recommendations to the Vice Dean Research.

For work done at KSR, this form should be submitted directly to John Stinchcombe, Director of KSR (ksr.info@utoronto.ca), who will review and make recommendations to the Vice Dean Research.

Note, all re-start requests will be assessed using the following institutional documents and PIs are required to review to them before completing this form:

* [Principles for Research Recovery and Adaptation](https://research.utoronto.ca/recovery-and-adaptation/principles)

* [Approach for Research Recovery and Adaptation](https://research.utoronto.ca/approach-research-recovery-adaptation)
* [COVID-19 Guideline for Reopening Research Spaces](https://research.utoronto.ca/guideline-reopening-research-spaces)
* [COVID-19 General Workplace Guidelines](https://ehs.utoronto.ca/wp-content/uploads/2020/05/COVID-19-General-Workplace-Guideline-May-28-2020.pdf)
* [School of Graduate Studies Research Engagement/Re-Engagement Planning Guidelines](https://www.sgs.utoronto.ca/reengagement/)

**Important notes:**

* Field work research re-start requests connected to the KSR should be submitted directly to the Director of KSR using this **Off-campus field & third-party site research form**.
* PI research re-start and recovery requests need to incorporate research trainee (i.e. postdoctoral fellows, graduate students, and any other research personnel) plans as part of their overall plan. Ideally, there will be no more than one re-start request per PI in any given re-start phase/stage.
* The public health directives of field research sites and third-party facilities must be followed and, if permission from the site is required, it must be granted before proceeding with research.

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| **Principal Investigator Information** |
| Name: Date Submitted (for amendments, include new date beside old date):  |
| Home Department/Unit:  | Faculty:  |
| U of T email:  | Cell Phone (for emergency contact): |
| **Contact information for ALL team members requesting access to off-campus site.** (add rows as needed) |
| Name: | Dept/Unit: | Cell Phone #: | Email: | Status (faculty, student, employee, post-doctoral fellow, research assoc): | Employee type (USW, CUPE 3902, PM, etc) | Year of Program (graduate students) or contract (post doc) |
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| **Permits, Protocols and Approvals** |
| Human participants research (yes/no): | Animal research (yes/no): |
| Chemicals (yes/no): |
| Radioactive materials (yes/no): |
| Biohazard level of research laboratory (NA/CL-1/CL-2/CL2+/CL-3 in vivo/CL-3 in vitro/Other): |
| Permit/protocol number(s) and date(s) of approval if relevant (REB, LACC, Biosafety, Radiation, Laser (yes, no, pending): |

**Attestations:**

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| **[ ]** I have read, understand, and will comply with the University of Toronto [COVID-19 General Workplace Guidelines](https://ehs.utoronto.ca/wp-content/uploads/2020/05/COVID-19-General-Workplace-Guideline-May-28-2020.pdf). |
| **[ ]** I have received approval from Occupational Health & Safety and/or the Face-to-Face COVID-19 Review Committee, as applicable. (Append approved [assessment form](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4)) |
| [ ]  I will ensure that my research personnel and I observe physical distancing and any requirements for specific personal protective equipment (PPE), and understand their importance for the safety and welfare of myself and others. |
| [ ]  I have read, understand, and will comply with the University of Toronto [COVID-19 Guideline for Reopening of Research Spaces](https://research.utoronto.ca/guideline-reopening-research-spaces). |
| [ ]  I acknowledge that staff and postdoctoral fellows should be permitted to continue working remotely to the extent they are effectively able to do so and that I need to explore, and provide, where applicable, individualized accommodations for staff and postdoctoral fellows at a high risk of COVID-19 related impacts or who have additional childcare/eldercare obligations as a result of COVID-19. |
| [ ]  I acknowledge that the research described above can only be performed in the field, and all research personnel will only come to campus or be in the field for the minimum time required to conduct their research work. |
| [ ]  I can obtain all necessary consumables and supplies needed to undertake the planned research activities. |
| [ ]  I will immediately report any issues to my Department/Unit or Academic Division. |
| [ ]  I understand I will comply with other applicable directives or guidelines of a third-party host organisation. |

**Signature:**

**X**

Principal Investigator Date

1. **The form is used for both F2F and off-campus research, but contains branching logic so that only questions relevant to off-campus research are asked.** [↑](#footnote-ref-2)
2. Completed applications (on PDF) include:

Completed A&S application form, as applicable to the request (i.e., On-campus or Off-Campus).

Attestations forms for any:

**Graduate students** engaged in research towards degree completion and **Non-employee postdocs**, for example those that are funded through external fellowships awarded directly to the postdoc. Access the form [COVID -19 Graduate Student/Post- Doctoral Fellow Declaration: Conducting Research On-campus Or At An Off-campus Research Site](https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2020/06/2020-06-12-Student-and-Non-Employee-PDF-Acknowledgement.pdf) (PDF) ​and consult the [SGS Guidelines for Research Engagement/Re-Engagement Planning](https://www.sgs.utoronto.ca/reengagement/#section_1).

**Non-employee undergraduate students** (i.e. award holders and project course students). Access the [​Undergraduate Student Declaration: Conducting Research On-Campus or at an Off-Campus Research Site​](https://www.artsci.utoronto.ca/sites/default/files/2020-07-16-UndergraduateStudentDeclarationAccessOnandOff-CampusResearchSite-Fillable%20Form.pdf) (PDF).

**\*New\*** Completed [Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4) (Approved by OHS or the Face-to-Face COVID-19 Review Committee), if applicable. [↑](#footnote-ref-3)