



VICE PRESIDENT  
FOR RESEARCH  
COLORADO STATE UNIVERSITY

## **Application for Restart of Research and Scholarly Activity at CSU Email (May 15, 2020)**

Dear Research and Creative Artistry Faculty:

The Research Continuity Working Group has developed a process for return to operations of research and scholarly activities via a gradual, phased process. Beginning Monday, May 18, 2020, researchers must complete an application to re-start research and scholarly activities. Individuals and groups already conducting essential research must also complete this application.

Applications must include a **safety plan** that describes how activity on campus will be minimized and provide a rationale for activities to restart during the first phase of return to campus.

Please note that any work that can be done remotely should continue to be done remotely for everyone's safety and to comply with the Governor's *Safer at Home* order. This request process is meant for those who need to access equipment, facilities, and resources on campus, and those who need to conduct critical off-campus or field work.

Out-of-state U.S. travel guidelines no longer require 14-day self-quarantine unless the individual is known to be exposed or symptomatic. International travel restrictions and requirements have not changed. CSU is in the process of updating travel guidance; please check for updates to the newest developments related to out-of-state and international [travel](#).

To reopen laboratories and other workspaces or to conduct off-campus (field research) researchers must:

1. Read OVPR Return to Research materials [website](#).
2. Complete and submit the online [Research Request Form](#) (requires your CSU eID login).
3. Attach a detailed safety plan; please use the form that has been provided by your unit/college in the relevant spot on the application.
4. Complete a return to work training/consent form by a process that will be managed by OVPR; prompt to complete this training/consent will be provided following completion and approval of the application.
5. Receive final approvals from your department head, research associate dean and the Pandemic Preparedness Team following review of your application.

To understand individual unit expectations, you are strongly urged to discuss your protocol with your department head and research associate dean prior to submission. You will be notified via email when your application has been approved.



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Core Facilities will operate to support current research activities; however, support will be at a reduced level. Hand sanitizer, fabric masks, and disinfectant solutions will be provided by the University as needed and distributed by a process that will be described in forthcoming communications.

Additional information, including detailed FAQ, safety provisions, copies of forms, is provided at the OVPR return to work [website](#). This site and additional details will be updated as the return to work process evolves.

Best,

Alan

Alan S. Rudolph

Vice President for Research

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