



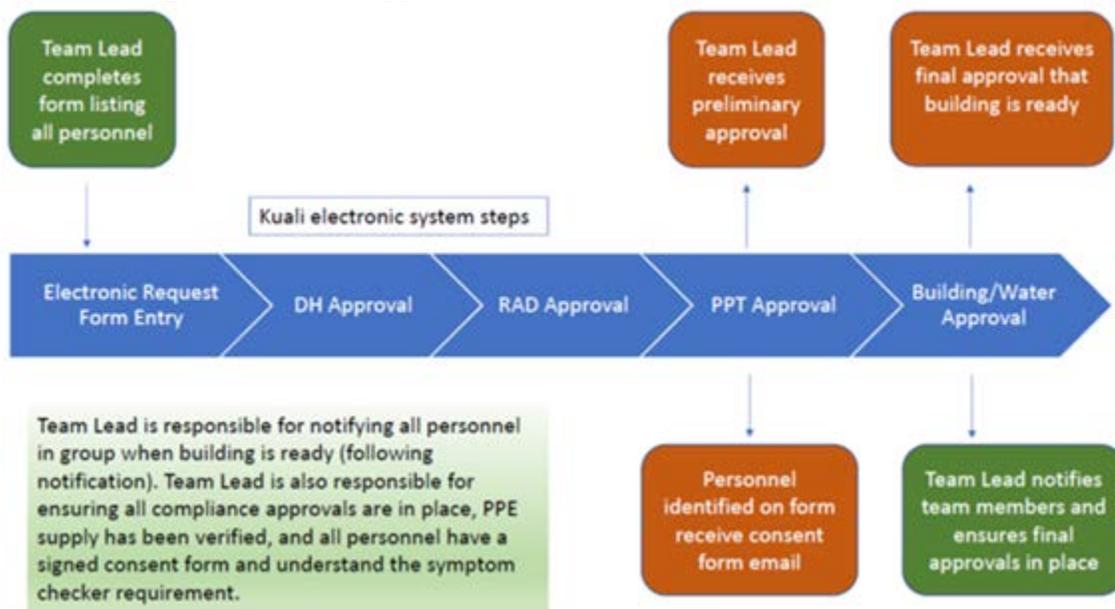
CSU Return to On- and Off-Campus Research Operations Email Sent May 27, 2020

Colleagues,

Colorado State University (CSU) and the Office of the Vice President for Research (OVPR) are responding to the COVID-19 pandemic with a centralized plan for gradually returning research operations to campus and off-site locations. It is anticipated that 30 – 50% of the research capacity will return during the initial phase of operations. We are planning for all or most research and scholarly activity to begin within the next 1-2 months (through June and July), assuming the University is able to maintain compliance with on-going regional, state, and national guidance and further health restrictions are not warranted.

The first phase of return to research operations will focus on projects identified as high-priority using criteria developed in collaboration with the Research Associate Deans of each college, the Research Continuity Working Group and the CSU Pandemic Preparedness Team that was informed by State and APLU guidance. Before resuming research operations, all investigators must have a completed Research Request form approved by their Department Head, RAD, and the PPT. The [Research Request form](#) requires identification of all employees returning to on- or off-campus research sites, a safety plan (*contact your college Associate Dean for Research for details*), and a justification for the need to resume on-site operations. You will be notified by the Pandemic Team upon approval of your application with further guidance on additional approvals that might be required depending on the application.

Research Request Form and Approval Workflow:



Each project will require a research request form application. For multi-project requests, seek guidance from your Associate Research Dean. We are using a new software capability in Kuali that allows applications to be completed over time. At the [Kuali Build Home page](#) you will be able to save and return to your application.



**VICE PRESIDENT
FOR RESEARCH
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Please note, all employees returning to in-person work will be required to regularly monitor their health status using an [online Employee Health Screening tool](#) developed by the CSU Pandemic Preparedness Team.

The OVPR will be hosting weekly open forums to answer questions related to the return to work plan. For an updated calendar of VPR open forums please visit our [online calendar](#).

For questions please email VPR_ResearchContinuity@colostate.edu.

Best,
Alan

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