Research, Scholarship, and Creative Arts Continuity

Approval Process for Return to Campus Research and Creative Activity
Team Lead completes form listing all personnel

Kuali electronic system steps

- Electronic Request Form Entry
- DH Approval
- RAD Approval
- PPT Approval
- Building/Water Approval

Team Lead receives preliminary approval

Team Lead receives final approval that building is ready

Team Lead is responsible for notifying all personnel in group when building is ready (following notification). Team Lead is also responsible for ensuring all compliance approvals are in place, PPE supply has been verified, and all personnel have a signed consent form and understand the symptom checker requirement.

Personnel identified on form receive consent form email

Team Lead notifies team members and ensures final approvals in place
Just a couple of general reminders:

• Trust the system and please be patient – You will be notified before May 28, 2020
• New submissions: Notification has been automated
• Earlier submissions: Submitters will receive a separate email outside of Kuali system
• Questions may be directed to your college Research Associate Dean (RAD)
Before submitting request

• Work with Department Chair and RAD to develop your Safety Plan for your work area.
• Determine PPE supply needs.
• Determine personnel and staggered shifts or other distancing – ensure personnel are able to return to in-person work.

Submit Form

• Complete Research Request form for Research team, list all personnel, attach Safety Plan, identify compliance areas (IRB, etc.) and Core facilities needs, review safety checklist and agree to attestation statement.
• Submit – you will see “submitted successfully” on the screen but you will **not** receive any automatic notification regarding approval status at this point.

Department Chair Review, RAD Review

• If you have worked closely with your Chair and RAD, review and approval should proceed expeditiously.
• If additional explanations are needed or if the reviewer has questions, your request may be returned to you for additional information.
• Contact your college research associate dean with questions. RADs have view access to see all submissions.
• Proposal Preparedness Team (PPT) review to ensure request form is complete and safety plan is adequate.
• Electronic Form preliminary approval by PPT will generate the following email notification only to the requestor, not the entire research team: “Your application has been approved pending completion of the following: ...”
• Personnel listed on the form will receive a different notification instructing them to complete the “Employee Training and Consent Form” and review the safety checklist instructions. BreeAnn Brandhagen will send this notification manually.

• Off campus: activities may resume pending any needed travel authorization and completion of all consent forms.
• On-campus: final building check and water safety check will occur.
  Requestor is notified when building is ready for occupancy.
  Requestor is responsible for notifying team and completing final steps below.

• When notified that the building is safe and ready, ensure the following before entering and commencing any on-campus activities:
  • Compliance approvals in place (IRB, IACUC, IBC, etc., as appropriate) and travel authorizations are obtained, as needed
  • All consent forms signed/completed
  • PPE supply verified
  • Employees understand and can comply with daily symptom checker requirement
Your application has been approved pending completion of the following:

1. Building water quality is verified as “safe and approved” by EHS.
2. Facilities/custodial services are verified as available.
3. Cloth masks and 30-day supply of required Personal Protective Equipment (PPE) are in stock. If unable to obtain PPE, contact ehs_public_health_office@mail.colostate.edu for assistance.
4. Travel authorization requests are submitted for approval.
5. All IRB, IACUC, IBC, or other required regulatory compliance approvals are in place.

Follow all requirements in the Return to Work Form and the Employee Training and Consent Form. Employees must complete a training and consent form prior to returning to on- or off- campus research and creative activities, and a health screening checklist. Both are available on the return to work on campus website. The health checklist must be completed every day prior to beginning any work. Research projects must ensure all appropriate regulatory compliance approvals are in place before commencing any activities.

Water quality and building facility checks may take up to five days. You will be notified when water and facilities checks are complete, but we anticipate buildings will be ready on May 28.

If you are already engaged in critical research on campus or requested the resumption of field studies or other off-campus projects that do not require regulatory compliance committee (IRB, IACUC, or similar) approval, or travel authorization, no further authorization is required.

See return to work website for additional details.
From: Brandhagen,BreeAnn  
Sent: Thursday, May 21, 2020 10:48 AM  
Subject: Employee Training & Consent Form Required  
Importance: High  

You have been identified by a CSU faculty member or supervisor as an employee that will be returning to work on or off campus. Prior to returning to campus, please complete the “Employee Training and Consent Form” and review the “Employee Health Screening Form” requirements. Please contact your supervisor for information on the date you may return to on or off campus work.

For additional information on returning to on or off campus work please visit https://www.research.colostate.edu/return-to-research/

If you have already completed the Employee Training and Consent Form, please disregard this email. For any questions, please email VPR_ResearchContinuity@colostate.edu

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