

March 20, 2020

From: Stephen Welter, Vice President for Research and Graduate Dean, SDSU and Michele Goetz, Associate Vice President and Executive Director, SDSU Research Foundation  
Subject: Information Needed and Additional Research-related Guidance

Colleagues,

As you are aware, COVID-19 is an ever-evolving situation that requires constant monitoring and adjustments when it comes to San Diego State University's research enterprise.

California Gov. Gavin Newsom's recent "stay at home" order is further guidance that only critical research should continue to take place on campus. We have [developed guidance](#) to help principal investigators determine if their research is critical, and how to manage their research teams during this challenging time.

To ensure that personnel working on research and other funded activities determined to be critical have access to needed university and research foundation facilities, please use this ["Building Access for Essential Personnel" form](#) to identify essential personnel information. Responses must be received **no later than Monday, 3/23 at noon**. This information will be used by the university to provide letters of authorization to access the identified facilities, should documentation of authorized access become required.

We also have information for developing a research continuity plan, as well as a research pause checklist. These materials can be accessed online, in the [Graduate and Research Affairs Coronavirus information page](#).

The SDSU Research Foundation also has a [COVID-19 information page](#). SDSU's central [coronavirus website](#) is a good resource for information on SDSU's preparedness, guidance and decisions related to COVID-19.

Each web page is updated regularly, so please visit often.

*Stephen C. Welter*

Vice President for Research and Graduate Dean

*Michele Goetz*

Associate Vice President and Executive Director, SDSU Research Foundation