Restarting Research

Application for approval to reoccupy SDSU or SDSURF spaces requires that you fill out a Google Form with information about the personnel and space that will be used. Please note that the form does not allow you to stop and restart where you left off! It is important to be prepared with all of the relevant information before starting to fill out the form. The information requested on the form is provided in this document.

To complete this form you must know the square footage of all of the rooms used by your project, including internal rooms. If you do not know the square footage, email your college Dean's Office with the building and room numbers(s) and they will provide this information.

Required for approval of voluntary re-initiation of scholarly activities that must be done on campus during SDSU Phase 2 Research.

This document must be submitted, reviewed, and approved prior to restarting any work in SDSU or SDSU spaces. An official notice of approval will be provided to the Research Leader after the review process.

All faculty members requesting permission to work in SDSU or SDSURF spaces during Research Phase 2 must submit this form, regardless of any prior approvals for work designated as essential research during Research Phase 1. Projects that were approved during Phase 1 cannot continue to occupy their space after Phase 2 has initiated unless this form has been submitted, reviewed, and approved by that date.

The information in this form will be reviewed by your college Dean, Provost, and VPR. The person submitting the form will also receive an email notification after the form is reviewed. Once this document is submitted, you will receive a link to a Google Form with a checklist of Research Personnel Responsibilities. All personnel listed must submit the Google Form on Research Personnel Responsibilities, and this form will be reviewed and approved before any personnel are allowed to work in SDSU or SDSURF sites. Decisions on restarting research will be prioritized based upon the information in this form as well as campus health and safety issues, availability of custodial staff, state and county public health guidance, and other factors.

If you have any questions about this document or the process, please refer to the Repopulating Faculty & Graduate Students Plan or contact your college Dean's office.

Research Leader / Research Project Information

Faculty Research Leader First Name
Faculty Research Leader Last Name
Red ID
Mobile Phone

Employer:
- ☐ SDSU
- ☐ SDSURF
- ☐ Both

Position:
- ☐ Assistant Professor
- ☐ Associate Professor
- ☐ Professor
- ☐ Research or Clinical Faculty
- ☐ Adjunct Professor
- ☐ Emeritus Faculty
- ☐ MPP

Academic College:
- ☐ Arts & Letters
- ☐ Business
- ☐ Education
- ☐ Engineering
- ☐ Health & Human Services
- ☐ Professional Studies & Fine Arts
- ☐ Sciences
- ☐ SDSU-Imperial Valley

Title of Project

Brief description of project and reason why activities cannot be performed safely off-site
[All work that can be done off-site should be done off-site, including planning activities, analysis of data, reading, etc]

Special requirements:
- ☐ Hazardous materials (including hazardous chemicals, biohazards, or radiation)
- ☐ Human subjects
- ☐ Animal research
- ☐ Field research
- ☐ None

----------End of section 1----------

Personnel
[The following information is required for each person seeking approval to work on-site on this research project during Research Phase 2; the Google Form will accommodate up to 10 people; additional personnel should be listed on the "Additional Personnel" spreadsheet and submitted to your college Dean's office.]

First Name
Last Name
Email
Mobile Phone

Employer:
- ☐ SDSU
- ☐ SDSURF
- ☐ Both

Position:
- ☐ Faculty
- ☐ Postdoctoral
- ☐ Graduate Student
- ☐ SDSU Staff
- ☐ SDSURF Employee
- ☐ Other

Time on-site:
Number of hours per day   _____
Number of days per week   _____

----------End of section 11----------

Research Spaces

[The following information is required for each research space that will be used for this project during Research Phase 2; the Google Form will accommodate up to 10 rooms; additional research spaces should be submitted to your college Dean's office. Note that this list should also include shared research spaces.]

Rooms Occupied [For SDSU Phase 2 occupancy of indoor spaces is limited to ensure adequate physical distancing: larger rooms must have no less than 250 sf per person, no more than 1 person is permitted per aisle at lab benches, and no more than 1 person at a time in rooms that are less than 250 sf. Maximum occupancy must be posted on the door of each room.]

Building and Room Number   _____

Square feet of each room   _____
[If you are unsure of the square footage of your space, please send an email to your college with the building and room number(s).]

Maximum number of people at one time that will be allowed in this room _____

----------End of section 22----------

Responsibilities of Faculty Research Leaders Checklist

Faculty Research Leader Signature and Date

_____

If you have any questions about the form or the process, please refer to the Repopulation Plan for Faculty & Graduate Students, contact your college Dean's Office, review the GRA COCID-19 Restarting Research FAQs, or email GRA-CoV2@sdsu.edu.