

Dear SDSU Faculty and Staff,

Thanks to those of you who participated in our recent webinar regarding San Diego State University's repopulation plan for research and related scholarly activities. We will host a second webinar on Thursday, June 18, from 4 to 5 p.m. and ask that you tune in via the Zoom link: <https://SDSU.zoom.us/j/96133861646>.

Also, while the California State University (CSU) is still reviewing the university-wide repopulation, classroom, housing, and business continuity plan, and approval for that larger plan is pending, we have an important update. We are pleased to report that the Chancellor's Office has issued CSU system-wide guidelines for repopulation of research, and related scholarly activities across all colleges and departments as campuses undergo limited repopulation. We are still subject to authorization of research by the County of San Diego Public Health Services (HHSa).

At this point, the HHSa has only authorized re-initiation of "bench research," including those working with biological or chemical materials, allowing us to begin evaluating projects. However, the types of research authorized by HHSa can change on short notice, so we want to be prepared to rapidly re-initiate other types of research as it is allowed.

If you are leading a project with bench research, please review the information below and submit the required forms as quickly as possible. If your project does not involve bench research, we still encourage you to familiarize yourself with the plan and submit the required forms. This will enable prompt review when your type of work is authorized to resume.

For research labs, the return to campus is voluntary, as public health officials cannot guarantee that a resurgence of COVID19 cases will not occur. If you can work remotely, we encourage that you continue to do so.

SDSU is following the guidelines of the CSU and HHS, as described below. Our plans are based on a phased approach, which prioritizes the health of university personnel and the community, with the resumption of these activities as quickly as possible based on public health restrictions. As different areas of research and scholarly activities are authorized, priority will be given to:

- Work that cannot occur remotely due to safety, access to instrumentation or facilities.
- Projects that are close to completion, deadline driven, or require seasonal data collection where continued deferral would lead to catastrophic delay or loss of results.
- Activities for completion of grants with end dates within six (6) months and where the funding agency has not granted extensions.
- Work that is essential for career advancement of early stage faculty.
- Work by graduate students and postdoctoral fellows who are close to completing their degree or term of appointment.
- Work that is providing essential services to the public.

The plan applies to all SDSU faculty and principal investigators who lead groups involved in laboratory research, field work, clinical research, or scholarly activities, including those who were previously deemed essential and authorized to continue some of their work during the past three months. The above priority system enables the university to stagger researcher repopulation, as it is constrained by both health and safety issues and the repopulation of campus custodial and facilities staff.

As research leaders, faculty are responsible for the health and safety of the personnel working on their teams or in their labs. To ensure these responsibilities are clear, we have developed the following required documents for faculty and research personnel who wish to resume on-campus activities:

- **Responsibilities of Research Leaders and Continuity Plan.** The [online form and checklist for restarting research](#) describes responsibilities for those involved in laboratory, field and scholarly activities. Please review this checklist, sign and date it to indicate your commitment to the responsibilities. Research leaders must have an established plan that describes how research groups will implement the requirements for physical distancing, disinfection, personal protective equipment (PPE), and other health requirements in their labs or offices. After researchers fill out this form, it will be automatically forwarded to their respective deans.
- **Responsibilities of Project Personnel.** The [project personnel checklist](#) describes the individual responsibilities of each member of your team who will be working in SDSU or SDSU Research Foundation spaces. Each person you list in your Research Continuity Plan must review, sign and date the checklist to indicate their personal commitment to these responsibilities. This checklist will be sent to each of the personnel you list on your form. Completion of the checklist is required before they will be allowed to work on campus.

Again, as HHSa has currently authorized bench research, Research Leaders with bench research projects should submit these forms as soon as possible. The applications will be reviewed for approval within two weeks.

Because the types of research authorized by HHSa can change on short notice, we recommend that Research Leaders working on projects from all areas of research and scholarly activity submit the application promptly. This will allow prior review of those projects so that, as appropriate, projects can receive conditional approval for restarting once authorized by HHSa.

All documents must be approved by the respective college's dean, Provost Salvador Hector Ochoa, and Stephen C. Welter, Vice President of Research and Graduate Dean, prior to resuming activities on the SDSU campus, off-campus sites, and SDSU Research Foundation facilities.

The [Re-populating Faculty and Graduate Students: Framework for Restarting Research](#) plan, including a description of the required documents, is available online.

Researchers who have questions are asked to be in direct contact with their dean or associate dean. We look forward to working with you to facilitate the safe resumption of your programs.

Salvador Hector Ochoa, Ph.D.

SDSU Provost and Senior Vice President for Academic Affairs

Stephen C. Welter, Ph.D.

Vice President of Research and Graduate Dean

Michèle G. Goetz, MBA

SDSU Research Foundation Associate Vice President and Executive Director