

Maintaining Progress in Research Activities

Principal Investigators and research labs should discuss plans now for emergency scenarios including a lack of personnel physically able to be in the lab, disruptions in supplies, or suspended operations. While we hope contingency measures will not be required, preparedness minimizes impact if they become necessary.

Create a Staffing and Essential Duty Coverage Plan

Prepare for a reduced number of personnel to be in the research facilities for a 30- to 60-day period or longer if necessary.

Consider how research projects may be re-scoped from active laboratory experiments or field studies to more cerebral activities such as data analyses, modeling, report and publication writing. If a major re-scoping is required, be sure to communicate and secure approvals from funding agency program managers.

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Identify and assign roles and responsibilities for essential functions.

Identify any experiments that can be ramped down, curtailed or delayed.

Contact vendors now regarding the potential for disruption. Identify alternative sources. For supplies or services that would be needed even during research curtailment, work with your group and with your department or building manager to include this need in your continuity plan. Plan for the unavailability of scientific service centers and other fee-for-service resources

Impacted Research Notice to Sponsors

If you are concerned that your research will be negatively impacted because you are unable to meet timelines, milestones, deliverables, etc., notice to the sponsor (government, non-profit, industry) may be necessary.

If you have must change the scope of your proposed plans to ensure continued progress of your research, contact your program manager after you have formulated a viable alternate plan but before investing substantial resources. Be certain to secure approval from the program manager in writing for substantial project changes.

Questions concerning your government or foundation sponsored grant should be directed to your **program officer** and keep the Office of Grants and Contracts Administration in the communication loop.

For questions concerning your government or industry contracts, contact the Office of Grants and Contracts Administration (OGCA).

Some of this information was compiled based on information from universities across the US related to COVID-19 <https://collaborate.ncura.edu/samplepoliciesandprocedures>.