

CU Denver Field/Off-campus RESEARCH and CREATIVE ACTIVITIES (RCA)

Effective Date: 8-4-2020

Research and creative work at CU Denver includes a wide range of activities including lab-based research, human subject's research, publicly-engaged research and creative scholarship, innovation, and high-impact practices that are at the core of our public urban research university mission. The expertise and invention of our faculty, staff, student researchers and creative innovators contribute new knowledge, provide cutting-edge education, and contribute to our students' futures and the public good through discovery and the creating of a highly skilled workforce. The University must strategically reengage research and creative work.

Any reestablishment of scholarly and creative works must be balanced with the critical importance of establishing equitable and safe protocols to conduct these activities.

Any reestablishment of scholarly and creative works must be balanced with the critical importance of establishing equitable and safe protocols to conduct these activities. This application provides safety guidance and review for restarting field-based research and creative activities off-campus.

University-related off-campus research and creative activity (RCA) must be approved to be formally considered part of university duties which fall under university liability coverage and workers' compensation. Furthermore, international and domestic air travel is currently suspended and approval for critical activities requiring air travel must be obtained before such travel can be initiated.

The conduct of field work and travel related to critical university research and creative activities under university coverage requires submission and approval of the following application with safety protocols before travel commences. When university travel policy is revised this application process may be modified.

For the purposes of this application and safety protocol, travel can fall into two categories: Local daytime field/off-campus RCA or overnight travel/off-campus RCA. Note that this application does not cover class-related field trips.

Furthermore, additional approvals are required for off-campus research or creative projects that involve physical proximity with human subjects or other non-university participants. After completion of this application, an additional safety plan developed in collaboration with your RCA Coordinator will be required for approval to initiate such interactions as part of research and creative activities.

Investigators conducting field research will be expected, at a minimum, to adhere to existing safety protocols existing on campus regardless of requirements in place at the field location. If safety requirements at the field location are more stringent than requirements on campus, field researchers will be expected to adhere to these as well.

Safety Protocol Guidelines

All Colorado and University safety requirements must be followed.

Safety requirements in the field/off-campus location must be monitored and followed. (The more stringent of the requirements take precedence if there are conflicting rules.)

Masks are to be worn in the presence of all collaborators and participants even in private vehicles. Separate vehicles should be used if possible.

Off-campus research and creative activities should be conducted outdoors if possible.

Eating arrangements should be socially distanced and outdoors if possible.

Separate lodging should be arranged.

If air travel is to be considered, a detailed safety protocol including masks, cleaning and distancing must be provided.

A communication plan should be developed for regular check-ins and in case of emergencies.

Administrative Requirements

Faculty advisors must collaborate in the preparation and approval of applications and safety protocols for students

All university participants shall sign an **Acknowledgement of Risk form** prior to travel.

Approvals after submission

Day-only off-campus research and creative activities must be approved within each School/College by the RCA Coordinator and Dean.

Overnight domestic travel (without air transportation) must be approved by RCA Coordinator and Dean who will submit protocol for campus legal review.

Domestic flights are currently suspended under university policy. Exemptions must be deemed essential and approved through Office of International Affairs (OIA) and the CU Denver legal team.

All international travel is suspended under university policy. Only critical exemptions are approved through the Office of International Affairs, CU Denver legal team and the Provost/Chancellor.

Off-campus Research and Creative Activities that include human subjects or other non-university participants will be reviewed by RCA Coordinators and Deans and additional information and safety protocols will be collected for final reviews.

Application process:

Potential applicants should consider all activities that can be done remotely, and **students must complete this process with their faculty advisor(s) before considering a field/off-campus RCA application.** A potential applicant must then initiate an inquiry to their School or College Research and Creative Activities (RCA) Coordinator. Once an application is submitted it will be transmitted to the research supervisor, if applicable, and department chair, who will send it to the RCA coordinator.

BUS: Ronald Ramirez, RONALD.RAMIREZ@UCDENVER.EDU

CAM: Laurie Baefsky, LAURIE.BAEFSKY@UCDENVER.EDU

CAP: Matthew Gines, MATTHEW.GINES@UCDENVER.EDU

CEDC: Kristin Wood, KRISTIN.WOOD@UCDENVER.EDU

CLAS: Laura Argys, LAURA.ARGYS@UCDENVER.EDU

SEHD: Scott Bauer, SCOTT.BAUER@UCDENVER.EDU

SPA: Tanya Heikkila, TANYA.HEIKKILA@UCDENVER.EDU

APPLICATION QUESTIONS

1. Demographic information
 - Applicant Name
 - Applicant Title
 - Is the applicant a student? (grad, UG, not a student)
 - If student, name of faculty supervisor
 - Faculty supervisor email
 - I confirm that I have consulted with my faculty supervisor in the development of this application and Safety Plan. (I confirm).
 - Applicant email
 - Applicant Cell phone
 - School/College
 - Department
 - Chair/Program Director Name
 - Chair/Program Director email
2. RCA description/details of project and activities (300 words, written for lay reader)
3. Justification that work cannot be done remotely and of the need for field work during restrictions. (150 word maximum).
4. If externally funded, name of program/funding agency/contractual obligation and project duration and funding amounts
5. List of each offsite research location/facility to be visited to conduct this work:
 - a. Name of location(s)
 - b. Is any of this activity indoors?
 - i. Name(s) of facility(ies)
 - ii. Type of location (e.g., hospital, school, research facility)
 - c. Mode of transportation used to travel to facility
 - d. Frequency and duration of off-site research activity (dates if applicable)
6. List of university personnel/students involved in conduct of field research/creative activities
 - a. Names and titles (types) of personnel.
 - b. Nature of involvement/role (e.g., interviewer, observer, data collector) and prior experience in these activities
 - c. Why is this number of people necessary?

7. Describe your safety protocols during travel and research creative activities, including need for personal protection equipment (PPE). This should include safety during transportation phase, work phase, communication if solo field work and eating arrangements if necessary.

Begin overnight travel module:

Are any overnight stays required for the completion of this research or creative project? (Y/N)

8. If overnight travel is required for any off-site research or creative activity provide the following:
 - a. Detailed travel itinerary (number of days/expected meetings)
 - b. Dining arrangements
 - c. Lodging information (type of lodging and accommodations for multiple participants)
 - d. Contact information for nearest healthcare facility at each location.
 - e. Communication plan (regular check-in) including a plan to submit daily “attestation of health” via website or daily check with faculty sponsor/chair about health status
 - f. Emergency contact information for each person
 - g. Chain of communication in case of emergencies – Supervisor/RCA Coordinator/Risk management

Inclusion of human subject or other non-university participants

Does your research include contact with human subjects or other non-university participants? Y/N

If YES:

Work with human subjects or other non-university participants will require further information and additional reviews. This portion of the application gathers initial information. Your RCA Coordinator will follow up on a case-by-case basis.

Was this research reviewed by COMIRB? Y/N If yes, attach your COMIRB approval letter.

Provide a description of the in-person contact that is required and the justification(s) for why this research must restart utilizing in-person contact rather than remote contact.

Describe the location, duration, number of participants and frequency of required face-to-face visits.

Provide a description of any means or modifications you have made to the research protocol to accommodate COVID-19 safety considerations.

Application final questions

I acknowledge that all university personnel involved in the field work will be required to sign an Acknowledgement of Risk form.

I AGREE (check box)

All on-campus safety requirements will be followed (as applicable) while conducting off-campus field research or creative activities. This includes the completion of the daily on-campus health attestation. <https://www.ucdenver.edu/safe-return-to-campus-fall-2020/health-safety-measures>

I AGREE (check box)

I agree to adhere to all campus and Colorado safety regulations. I agree to monitor and adhere to safety requirements at the field location if they have additional requirements.

I AGREE (check box)