The Steve Hicks School of Social Work is following guidance from the Vice President for Research (VPR) to restart research in a phased approach. You **must complete this form** if you would like to resume and/or begin on-campus research projects during the current Phase of the research restart. **Please use this form for one research project.** If you would like to resume and/or begin on-campus research for more than one project, please use one form per project. For questions about these policies or this form, please contact Catherine Cubbin, Associate Dean for Research, or Carol Lewis, Director of the Office of the Associate Dean for Research.

Application for Off-Campus Human Subjects Research Activities

1. PI Contact info

    a. Name: _____

    b. UT EID: _____

    c. Cell phone number: _____

    d. Email address: _____

    e. Job Title: _____

    f. Department/ Division? Unit affiliation: _____

    _____

2. Is research directly related to COVID-19?   YES   NO

3. Describe the research project that will be performed and why it should be considered as a priority for consideration (2500 characters maximum)?

4. Can this research be done remotely? If this research can be done remotely, it should be done remotely, and there is no need to apply for restart approval. If this research cannot be done remotely or the preference is to not do it remotely, please explain why.

5. Restarting a project requires that the research has been previously approved by IRB. Please

    provide the IRB Study Number: _____

6. What is the location of this research activity? Please be as specific as possible and list all possible known locations for the duration of the project.

    a. Are there any local or state covid-related restrictions in place for these locations?

         YES   NO

    b. If yes, briefly describe these restrictions.

    c. Please provide written approval from any community partner where the research will take

        place (i.e., schools, hospitals, community centers). If there is no clear community partner

        overseeing the space, explain why here.

7. Approximately how many human subjects will be involved in this project? _____
Note that observational studies (e.g., ethnography) may not have a specific head count for participants, but the scholar should still try to estimate the number of human subjects that may be encountered during the project.

   a. How many of the total number of human subjects will participate in research activities that

   take place off campus? _____

   b. What is the average number of human subjects who will visit off-campus locations per day of

   active research? _____

   c. What is the average length of the human subject's time at off-campus locations during a

   single visit? _____

   d. Please estimate the total number of subject-session minutes (i.e., the number of subjects x the

   number of minutes for all off-campus visits) for the total project that will occur at off-campus

   locations. _____

   e. What are the locations where human subjects will be present on an average day of active

   research? _____

   _____

8. Will there be any research conducted with human subjects on campus? If Yes, please fill out a separate application for on-campus human subjects research? Given the different guidance for on-campus research (vs. off-campus research), there will need to be a separate approval process for that component of the project, including procedures for ensuring appropriate team capacity (e.g., shift/cohort schedules).

         YES   NO

9. Contact info for each researcher (i.e., each of the PI's personnel) requested to work **with human subjects off campus**:

   a. Name: _____

b. UT EID: _____

c. Cell phone number: _____

d. Email address: _____

e. Job Title: _____

10. Describe steps taken to ensure safety in particular research space following and building on the guidelines in the **Research Restart Toolkit**, *including precautions to be taken to mitigate risks to participants and research personnel*, as well as more specific guidelines for human subjects research in the Human Subjects Restart website (https://research.utexas.edu/human-subjects-research-restart/). See also the Human Subjects Research Restart FAQs (https://covid.provost.utexas.edu/research). This information should include, but is not limited to, plans for maintaining social distancing, using PPE, how local covid-related regulations will be met, limits on traffic patterns in any off-campus research space as necessary, detailing the regular cleaning of any off-campus research space, the management of any off-campus shared equipment or equipment rooms, the process of logging contact with human subjects off-campus, and the process of logging access to the research space as well as who enters and exits it. You will also need to plan procedures for consent and screening based on guidelines on these websites.

Thank you for taking the time to complete this application. Decision-making about safely conducting research activities on and off campus requires that SHSSW and OADR administrators collect and track a great deal of information about researchers and research. This information will be carefully considered in the context of the special circumstances of each basic type of research that is conducted in SHSSW OADR.

A decision will be reached about the applications in this level shortly after the initial due date or on a rolling basis afterwards, and you will receive an email notifying you of the decision and, if accepted, the specific requirements for conducting the approved research activities.