CNS Research Restart Request Guide
Phase 3
Updated: May 21, 2020

Purpose
This CNS Research Restart Request Guide outlines the information you will be asked to provide in your CNS research restart request. Your responses to the questions within the CNS Research Restart Request Form, herein referred to as Request Form, will help our college follow policies and best practices to protect the health and safety of our community as we resume research in our facilities.

This guide will walk through the Request Form section-by-section. Reviewing this guide in advance of accessing the CNS Research Restart Request Form for Phase 3 will ensure that you have on hand all the information you will need in order to complete and submit your request in one sitting. It is important that your responses are precise and thoughtful.

Authentication
To begin, you will be asked to enter your EID. While the Request Form is not password protected, only the Principal Investigator should complete and submit the form.

Your responses will be saved as you progress to each new page. You must select "Next" at the bottom of the page to ensure that your responses are saved. If you are unable to complete the form in one sitting you may return to the form and resume progress after re-entering your EID.

PI Contact Information and Lab Location
In this section you are asked to provide the following:
- First and last name
- UT EID
- Cell phone number
- Email address
- Job title
- Department
- Primary lab location (building abbreviation and room number(s)*

Second Lab Location:
You will have the opportunity to provide a second lab location if applicable to your Research Phase 3 request. *Note: This refers to spaces in which you conduct your research and does not refer to core facilities you may access from time to time. Core facilities will be addressed later on in the form.*

Research Project Information
This section focuses on samples related to COVID-19 and requests a brief description of research project to be performed. Specifically, you will need to respond to the following:
- Are you, or will you, work with COVID-19 samples?
- Are the COVID-19 samples inactivated before they enter university buildings?
- Is the lab currently operating under a COVID-19 approved exemption?
- Is the research you are proposing for the phase we are about to enter directly related to COVID-19?
- Briefly describe the research project that will be performed. State explicitly any reasons that make work on this project particularly timely (e.g. required for a student to graduate, meet a deadline for a deliverable of a grant, etc.). (Limited to 500 characters)

Personnel
The purpose of the Personnel section to verify that your restart plan meets the reduced density metric for Research Phase 3 and is required to establish the appropriate surveillance testing protocol. You will be asked the following:
- Provide the total headcount of **research personnel** currently reporting to/supervised by/working with the PI. Exclude undergraduate researchers, volunteers, short-term visitors, office/administrative personnel, or other non-research personnel.
- Provide a headcount of **research personnel** reporting to/supervised by/working with the PI and who will return to work in the PI's research space during this phase of research restart. Include any researchers who will be working in your space regardless of the research group they report to. Count each unique person regardless of the time of day, etc. they may work.

Based on your response to the headcount of research personnel who will return to work (second bullet above), the form will generate the appropriate number of additional pages wherein you will be asked to provide contact information for each individual returning to your space during this phase. If your response is "0" (zero) you will be directed to the next section.

The contact information for additional research personnel requested includes:
- First and last name
- UT EID
- Cell phone number
- Email address
- Job title
- Department
- Primary work location
- Certify that you have discussed listing this researcher on this form and that they have opted-in to return to the laboratory.
- Is this individual in a high-risk group by virtue of needing to work in close quarters, such as in pairs or unavoidable close contact with others, to perform their research or aspects of their research and thereby cannot socially distance while in the laboratory?

Core Facilities
This section asks about the Core Facilities you will need to access to perform your research. First you will be asked to:
- Provide the total number of Core Facilities to which you need access to perform your research.

Based on your response the above question, the form will generate the appropriate number of additional pages wherein you will be asked to provide Core Facility service and instrumentation specifics. If your response is zero (0) you will be directed to the next section.

The information for Core Facility service and instrumentation includes:
- Name of the Core Facility
- Name of specific service/instrumentation needed
- Location of specific service/instrumentation (Building abbreviation and room number)

Animal Resource Center
This section gauges your needs of the Animal Resource Center and its services. If you do not need to use the Animal Resource Center, respond "no" to be directed to the next section.

Upon responding "yes", this section asks/requests the following:
- Will you need to use the Animal Resource Center?
- List applicable IACUC protocol(s).
- List the species to be used.
- How many animal orders do you anticipate to be placed per month?
- Estimate the increase in animal census (on a cage number basis) that will be needed as compared their current (May/June first phase) baseline.
- Number of research staff requiring animal facility access.
- Average number of person-hours per day required in the animal facilities (separated by facility for those that utilize multiple locations).
- Provide additional comments on requirements for using shared procedural spaces, such as surgical space, necropsy, imaging, and shared procure rooms.
- Will you have a need to utilize ARC fee-for-service assistance for procedures, such as anesthesia, postoperative care, treatment/medication, bleeding or other sample acquisition, etc.?

Human Subjects, Biosafety, Radioisotopes
This section asks the following:
- Does your research include human subjects, biosafety protocols, or radioactive materials?

If you respond "no", you will be directed to the next section. If you respond "yes" you will be asked the following:
- List the approved protocol(s) numbers.

Standard Operating Procedures (SOPs), Sign-in Protocol, Safety

In this section you will provide your lab-specific standard operating procedures, sign-in protocol, plan for managing density and social distancing, and PPE needs. Specifically, you must respond to the following:
- Upload a single file of your lab-specific standard operating procedures (SOPs) for your site-specific plans. This should include, but should not be limited to:
  - plans for maintaining social distancing,
  - defining circumstances where PPEs that go beyond cloth face coverings are required (masks, gowns, face shields, gloves),
  - limits on traffic patterns as necessary,
  - detailing regular cleaning of lab surfaces that are touched by multiple personnel,
  - and the management of shared equipment and equipment rooms amongst personnel from varied laboratories.
- For each of the labs to which you need access during this phase, describe the sign-in protocol documenting who was in the space to facilitate contact tracing.
- Describe how you will limit and manage density and social distancing of researchers working in your labs at any given time (including lunch breaks, etc.) while conforming to the restrictions under this Research Phase. (Limited to 1000 characters)
- Describe any PPE needs you have for your work that may be difficult to purchase at the moment. The university will purchase PPE centrally to work through sourcing challenges.

Submission

After responding to the SOPs/Sign-in/Safety section you will be able to submit your request. You can also use the "back" button to review your responses. Upon submission you will be able to download a summary of your responses. CNS leadership will review requests, contact you for additional information if necessary, and notify you of approval.