

# Principles and Procedures for the Continued Resumption of Research at Carleton University

09 September 2021

## PRINCIPLES

Resumption of on-campus and off-campus research activities will need to be progressive to be compatible and in compliance with provincial, health authorities, municipal policies and guidelines and relevant Carleton policies and procedures, including the Building Access Protocol. Per the [Return to Campus Working Group's recommendations](#), research was included in Phase 2.

- Researchers are encouraged to continue conducting their research activities remotely when possible.
- Research activities that can be carried out more efficiently in-person will be considered for approval through the process specified below.
- Research involving in-person interactions, involving either research team members or human research participants, and whether carried out on- or off-campus, require prior approval of the relevant line Dean.
- All research approvals can be revoked at any time depending on public health requirements. Researchers who return to campus to conduct their research must be prepared for a sudden shut down following University, government or public health directives or should other circumstances arise that would limit activities.
- All primary researchers (*i.e.*, sole investigator; principal investigator; graduate student supervisor; or, in the case of projects involving external partners, lead researcher at Carleton) are responsible for not only adhering to safety protocols, including COVID-related protocols, but must also ensure that such protocols are adhered to by personnel (including research assistants and students, both undergraduate and graduate) under their supervision or guidance.
- Any situation that changes the circumstances surrounding the granting of permission must be reported in a timely manner by the primary researcher for subsequent review by the relevant Dean who may seek input from Environmental Health and Safety (EHS) and Risk Management.
- If the research is carried out in a third-party host organization, any additional constraints imposed by this host organization will also apply. An abundance of caution must be applied to these projects, including proper consideration of travel limitations. As usual, before any field research can be undertaken, it is also mandatory to ensure insurance coverage for all participants. For additional details, please refer to: [risk@carleton.ca](mailto:risk@carleton.ca)
- Given the varied nature of research activities taking place in the University, individual Faculties may add additional conditions for specific types of research situations.

## PROCEDURES

- A primary researcher wishing to resume research activities will submit a research resumption plan, supported by their Chair or Director, to their Dean (or the Dean's delegate) detailing how the proposed research plan abides by all the rules, including any additional conditions set by each Faculty.
- Graduate students and postdocs with research projects independent of a faculty member must seek permission to resume research activities through their supervisors.
- Any new REB Protocol Submission or Change to Protocol for a project involving, or that will be amended to involve, in-person interactions with human participants, must submit the [COVID-19 Attestation form for Lead Researcher](#) with their REB submission.

This resumption plan must include:

- Details about location of activities, research trainees, personnel and how Covid-19 protocols will be complied with.
- In cases requiring compliance clearance, evidence of approval by the Research Ethics Board, Animal Care Committee, Biohazards Committee, or other similar bodies as appropriate.
- Description of the cleaning procedure to be used between shifts and after the use of equipment, as appropriate.

Prior to approving a resumption plan, the Dean may seek input from EHS and Risk Management as needed. If any issues are identified at this stage, the Dean will seek modifications, as appropriate, to the proposed resumption plan. The Dean will approve the resumption plan once these issues, if any, have been addressed to the satisfaction of the Dean.

### FOR MORE INFORMATION

Researchers are directed to consult the following resources in the development of their research plans:

[COVID-19 Research Resources](#)

[Research FAQs](#)