



## OFFICE OF THE VICE PRESIDENT FOR RESEARCH

Vice President James A. Dias, Ph.D.

### Re-Opening of Research and Scholarly Activities and Undergraduate Student Research

Dear Members of the UAlbany Research Community,

Welcome to the start of the 2020-21 academic year! While the COVID-19 pandemic continues to present new and unprecedented challenges, the Division for Research is making every effort to safely advance the on-going pursuit of research excellence.

In June, the Division for Research, in concert with the Research and Scholarship Continuity Task Force and the Forward Together Steering Committee, announced a university-wide *approval process* for reopening laboratories and research spaces, and continuing research and scholarship activities. The process is designed to verify that all necessary steps have been taken to ensure personal safety and the safe operation of research laboratories. Please be advised that you should continue to perform all research and scholarly activities remotely when possible. However, the conduct of research requiring the use of campus facilities and instrumentation is subject to the following approval process.

#### CONTINUITY OF ON-CAMPUS RESEARCH & SCHOLARSHIP (FORM 1)

If you are interested in reopening your laboratory or workspace for research and scholarly activities, please follow the 3-step approval process (if you have not previously done so) as described below:

1. **STEP 1:** (a) Review the guidelines outlined in the [Task Force's Recommendations](#), as well as the literature and websites cited therein, (b) Download, print, and post in your labs/workspaces UAlbany's [COVID-19 signage](#) for safety and social distancing, and (c) download and review UAlbany's Environmental Health and Safety ([EHS](#)) [Checklist](#) for Restarting Research Activities.
2. **STEP 2:** Complete, sign, and submit the **Research Continuity Approval Request (FORM 1)** attached. Use the embedded link (in Form 1) to email the completed form to the Division for Research and the EHS office, and copy your department chair or director and your college/school dean. If all requirements are met, you will receive approval from my office in a few days. An incomplete form will likely delay approval.
3. **STEP 3:** Once you receive approval, you must then inspect your laboratory or workspace using the [EHS Checklist](#). Keep a copy of the checklist readily accessible. It is your responsibility to make sure everyone on your team is aware of and agrees to follow all pertinent recommendations and guidelines.

Upon completing these 3-steps, you will be able to resume your research and scholarly activities!

#### UNDERGRADUATE STUDENTS' PARTICIPATION IN RESEARCH (FORM 2)

After you have received approval to resume your research and scholarship and a satisfactory safety inspection, you will be able to include undergraduate students in your group's on-campus research activities. Important: This can only occur after you have given them in-person instructions related to the COVID-19 pandemic and proper training in the safe conduct of research.

To secure approval for undergraduate students' participation in research, please complete the form **Participation of Undergraduate Students in On-Campus Research/Scholarship Approval (FORM 2)** attached, and return to [research@albany.edu](mailto:research@albany.edu) and copy your chair/director as well as the college/school dean.

Upon receipt, the Division will review the form to ensure completeness and compliance with all guidelines. You will receive an approval message from my office within a few days.

If you have any questions, please email [research@albany.edu](mailto:research@albany.edu), and we will get back to you as quickly as possible.

Sincerely,

**James A. Dias, Ph.D.**  
Vice President for Research