Michigan Tech COVID-19 Research Checklist

To assist the research community in planning for possible disruption resulting from the COVID-19 outbreak, the Office of the Associate Vice President for Research Development has prepared the following Research Checklist of actions to consider. Unless required actions are specifically communicated by the University, it is up to each research group to decide the best way to prepare for possible disruption. Visit mtu.edu/covid-19 for updates - we plan to add a Research FAQ shortly.

1. Identify emergency personnel who are essential to the operation of your laboratory and make sure that they know what to do in the event of suspended operations. Review and update the Emergency Response Poster outside your laboratory entrance. Consider cross-training, backup plans, and how to prepare for unanticipated downtime that may be required. Please communicate to impacted graduate students the plans for access to research resources by Wednesday, March 18th.

2. Review your communication plan and remind lab personnel of their responsibilities in the notification chain. Create a plan if you do not have one. Be sure that you have a list of all lab personnel and their contact information available off campus. Remind all personnel to update their personal contact information.

3. Contact Sponsored Programs (spo-l@mtu.edu) or Research Development (rd-l@mtu.edu) to learn what to do if you believe that you will not be able to meet a grant or reporting deadline or need special assistance to do so. Research Development and Sponsored Programs will be monitoring the operating status and response plans of funding agencies. Useful information on agency operating status can be found on this Council on Government Relations Site.

4. Contact the Sponsored Programs Office (spo-l@mtu.edu) or Research Integrity (researchintegrity@mtu.edu) if you have any specific questions relating to grants management (e.g., reporting delays, time extensions), human subjects research, or research with animals.
   1. Additional guidance on human subjects research is attached to this communication.
   2. The Animal Care Facility will continue critical functions.

5. Develop communication plans and plans for how to handle work for personnel unable to access campus. As appropriate, ensure that all members of your research team have remote access to computers that are able to connect to research files and data sets, research literature, and meeting software (such as Zoom, which is available on the IT software download website). You can also contact it-help@mtu.edu or 487-1111 for assistance.

6. Prioritize your research and develop response plans for scenarios ranging from limited personnel to the full shutdown of your laboratory. Identify critical procedures and processes that require regular personnel attention and consider coordinating these activities with colleagues who have similar activities. Consider ramping down or delaying less important work and avoid ordering consumables or anything with short expiration dates. Archive, as appropriate, samples for future use. Prioritize health and safety in your continuity plans. The Centers for Disease Control and Prevention has offered helpful guidance here.

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3. https://downloads.it.mtu.edu/