

# Binghamton University Return to Research Request Form

## SAMPLE

All investigators seeking to engage in on-campus research (i.e. laboratories, core facilities, studios, computer labs), and field (off-site) research and scholarship ***must complete this form and receive approval before commencing any research activities***. Research and scholarship that can occur remotely (e.g., analyzing data, writing and reviewing manuscripts, preparing presentations, developing grant proposals, convening online discussions with students and staff, etc.) should continue remotely.

### Directions

This form ***must*** be completed in full and include all requested information and plans to be considered for approval. Any request missing information will be returned to the investigator.

Investigators must get the approval of their Department Chair and Dean before submission. Department Chairs will have active responsibility in the compliance of the approved plan. Once all information is completed and school/college approvals obtained, forms should be submitted to [research2020@binghamton.edu](mailto:research2020@binghamton.edu).

The application will be reviewed by the Division of Research for completeness and then forwarded to the University President for review and determination.

### Investigator

Name:

Title:

Department:

Email:

Phone:

### Project Abstract

Include a brief project abstract and explain *what aspects of the work cannot be done remotely* that require you to return to campus.

### Facilities/Space

Indicate the building, room number and square footage for each facility requested, as well as for shared and/or common space individuals will access.

### Shared Space

If research includes use of a multi-user/shared research facility listed below, the facility representative must be contacted for coordination of scheduling. An email confirmation from the representative must be included with the application:

- S3IP Laboratories (ADL, IEEC HSCF, CASP): Steve Czarnecki, [czar@binghamton.edu](mailto:czar@binghamton.edu)
- Science V: Kim Kal-Downs, [kcal@binghamton.edu](mailto:kcal@binghamton.edu)
- NMR Facility: Juergen Schulte, [schulte@binghamton.edu](mailto:schulte@binghamton.edu)

### **Project Personnel**

Identify the names of personnel who will be part of this request to conduct activity on campus. Include contact information and classification (i.e. technical staff, post doc, graduate student). Note: Personnel who do not feel comfortable returning to work should not be pressured to do so during this phase.

The maximum occupancy in any space on campus is 25% of the posted room capacity or **one person for every 200 sq. ft.** while maintaining six-foot distancing, whatever is less. Any laboratory smaller than 200 sq. ft. can have only single occupancy at any given time.

Name	Contact Information	Classification

### **Safety Plan**

Attach a plan addressing personal protective equipment, social distancing and cleaning/disinfecting of shared equipment/laboratory space to ensure safety of research personnel. ***All applicable guidelines included in the document Recommendations for COVID-19 Prevention in Research Facilities must be followed.*** Plan must include Investigator oversight for daily or regular monitoring and scheduling of personnel, daily log of personnel accessing the research facility, requirements and confirmation of available personal protective equipment, disinfecting procedures, and necessary services such as hazardous waste pick up.

### **Compliance**

Does project include:      human subjects\* \_\_\_\_\_      biosafety \_\_\_\_\_  
   radioactive materials \_\_\_\_\_      stem cell research \_\_\_\_\_  
   animals \_\_\_\_\_

If Yes, ensure compliance approvals from all applicable committees are in place before submitting this form. Approvals will be verified before request review. For off-campus field research, face-to-face human subjects research, and research involving use of Science V, reference the additional guidance documents available at: <https://www.binghamton.edu/research/vp/covid19.html>.

\* Note: The faculty advisor must complete this form when the PI is a student.

### **Approvals**

**Investigator** has read rules/safety protocols as they relate to the research and will comply with all requirements and assume responsibility for the project as outlined in this request. Investigator's signature below is confirmation that they have, on file, email confirmation from all personnel listed on the form, that they agree to abide by these requirements, and are willingly returning to on-campus and other covered research activities. Any aspect of non-compliance with this approved request will result in the suspension of the research until corrective measures are in place.

Investigator: \_\_\_\_\_

**Environmental Health & Safety** confirms that it can provide the necessary oversight (i.e. hazardous waste removal, chemical inventories) for the research to be conducted, that all project personnel are current in their EH&S Lab Safety Training, and that any outstanding corrective actions identified in the facility's audit have been completed.

Environmental Health & Safety: \_\_\_\_\_

**Department Chair** supports the plan outlined in this request and will be responsible for regular monitoring of the research program and will alert the Vice President for Research to any areas of noncompliance with this approved request.

Department Chair: \_\_\_\_\_

**Dean** supports the efforts of the investigator and chair and will support the ongoing research in accordance with all University guidance.

Dean: \_\_\_\_\_

*Approved projects will be forwarded to Physical Facilities to ensure custodial support and so additional measures can be taken as needed due to number of personnel in the building.*