**VU PHASE 2+ RESEARCH RAMP-UP TRANSITION DECISION TREE**

**START:**
Where does your research project/activity take place?

- **Remotely:** research team members (faculty, staff, postdoctoral fellows, graduate students, and/or undergraduate students) work separately within their individual homes and engage only virtually

  Do NOT submit either the Phase 2+ Intake or the Phase 2+ Exception Request for Off-Campus Research Form.

- **On-campus:** research activities occur in VU or VUMC owned, operated, and/or leased spaces. *Examples of on-campus spaces:* Jesup Hall, Garland Hall, Featheringill Hall, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery in Franklin, TN

  Have you submitted an intake form for this project/activity before?

  - Yes
    - Have your plans changed since they were last approved?
      - Yes
        - Use the personalized link to the Phase 2+ Intake Form emailed to you to revise your on-campus plans. Do NOT implement changes until after they’ve been reviewed and approved.
      - No
        - Do NOT submit a Phase 2+ Intake Form. Continue implementing previously approved plans.
  - No
    - Use the weblink to submit a new Phase 2+ Intake Form. Do NOT implement plans until after they have been reviewed and approved.

- **Off-campus:** research activities occur in spaces NOT owned, operated, and/or leased by VU or VUMC and NOT individual VU community members’ homes used as remote workspaces. *Examples of off-campus spaces:* Metro Nashville K-12 schools, National Archives in Washington, D.C., Oak Ridge National Lab, non-VU research participants’ own homes

  Have you submitted an exception request form for this project/activity before?

  - Yes
    - Have your plans changed since they were last approved?
      - Yes
        - Use the weblink to submit a new Phase 2+ Exception Request Form. Do NOT implement plans until after they have been reviewed and approved.
      - No
        - Use the personalized link to the Phase 2+ Exception Request for Off-Campus Research Form emailed to you to revise your off-campus plans. Do NOT implement changes until after they’ve been reviewed and approved.
  - No
    - Do NOT submit a Phase 2+ Exception Request. Continue implementing previously approved plans.

**COLOR KEY**
- Not subject to research ramp-up review and approval processes
- Standard research ramp-up review and approval process
- Exception request review and approval process