

Research Continuity Plan

Principal Investigators and Lab managers should begin planning immediately for continuing research with reduced or remote staffing if many research personnel become ill, significant self-isolation is required, or buildings need to be temporarily closed for safety and cleaning. The below questionnaire will help you prepare for a disruption in standard research practices. PIs are encouraged to talk to your teams to develop and share contingency plans as this is critical for an effective implementation.

PI Contact Info

PI Name:

Cell Phone and Backup Phone Number:

E-mail VU and non-VU Backup Email:

Secondary Contact Name:

Cell Phone and Backup Phone Number:

E-mail VU and non-VU Backup Email:

Research locations (VU buildings and rooms):

Critical laboratory activities

Identify critical laboratory activities and inform relevant offices of (e.g. building manager, VEHS, Division of Animal Care):

Identify procedures and processes that require regular personnel attention (e.g., cell culture maintenance, animal studies):

Identify the key personnel able to safely perform essential activities to ensure the continuity of your laboratory's research capability. *(Ensure that individuals performing critical tasks have been adequately trained and understand whom to contact with technical or safety questions. Avoid performing high-risk procedures alone, and when necessary, have research team members notify colleagues of their schedule when working alone for an extended period of time.)*

Identify laboratory chemicals and sensitive laboratory instrumentation and equipment; and share this information with your building manager and VEHS.

If you have colleagues with similar research activities, identify ways to ensure mutual support and coverage of critical activities:

Cross training

Do all staff have appropriate, up-to-date training?

Have you documented critical step-by-step instructions for laboratory procedures?

Are all researchers familiar with each other's work if an absence would threaten the loss of experiments (such as which cells need transferring to new media, etc.)?

Current Projects (complete the below section for each project, funded or not)

Project Title:

Sponsor Agency:

List Key Project Personnel with current email and off-campus contact info:

IRB Protocol #

Animal Care and Use Protocol #

Can this study be ramped down, curtailed, or delayed without consequence (e.g. health risk or inability to restart the project):

Space: Indicate if you can carry on this project if the space becomes unavailable and if yes, for what period of time. What aspects of the project can be performed from home and what arrangements are needed? Note that researchers may take laptops and data storage devices home, but laboratory equipment should not be taken off campus without written permission from the PI and lab manager.

Core facilities: Indicate if you can carry on this project if core facilities and other fee-for-service resources become unavailable.

Supply & Repairs: Indicate if you can carry on this project if supply orders are delayed. Please work with your building manager to coordinate essential deliveries. Prepare for the event that equipment breaks and repairs are delayed.

Personnel: Indicate if you can carry on this project if absence rate for personnel becomes high, e.g., 50%

Unique Skills: Indicate if this project depends on the unique expertise of one or few key personnel.

Data: Are all data and key study information stored in shared locations (server, Box, etc.) as opposed to individual computer hard drives? Indicate other data sources needed to carry on this project, such as external data repositories.

Risk: Indicate any individual and institutional risks associated with the continuity plan for this project.

Completed by _____

Date: _____