



Research Advisory Update: April 2, 2020

As of April 3, 2020, KSU is suspending all non-critical activities on campus. This includes laboratory research operations. Please wrap up all normal laboratory activities by 5:00 pm on April 3, 2020, following the guidelines below.

Charges for research personnel time on grants should continue unchanged at this time. PIs are encouraged to consider ways to keep research personnel (including postdocs, graduate research assistants, and other staff) engaged and working on projects in a remote fashion: writing publications; conducting data analysis; collaborating with research partners; assessing progress to date; identifying next steps, etc. Please check the Sponsored Programs website (<https://research.kennesaw.edu/sponprog/advisory.php>) for updates as we continue to assess our institutional and sponsor policies in response to COVID-19.

Laboratory groups should have already been preparing for closure by slowing down research activities and forgoing new experiments. At this point, we need laboratory PIs to do the following:

- Please use the Laboratory Shutdown Checklist available online at: <https://research.kennesaw.edu/compliance/docs/laboratory-extended-closure-checklist-and-door-sign.pdf> to close out your lab spaces.
- Ensure that all orders and shipments of research items are accounted for and cancel any non-critical orders that have not already shipped.
- All non-critical activities must come to an end. Critical activities include animal care and maintaining unique reagents (including rare cell lines) and essential equipment. **Questions about critical activities should be directed first to your Associate (Assistant) Dean for Research;** after which you may contact the Office of Research if necessary (see contact info below).
- Experiments already in progress that require additional time before suspending research operations may be completed with approval of your Associate (Assistant) Dean for Research. These experiments should be those that are at a critical phase, meaning that abandoning them would cause a major or irreversible loss in project momentum (e.g., work involving limited-availability biological specimens).
- Ensure that your Associate (Assistant) Dean for Research has a list of the personnel who are assigned to critical operations for the duration of the shutdown; this includes graduate (not undergraduate) students or postdocs who will be responsible for animal care or equipment maintenance. All access to lab spaces will be only by authorization.
- Create a schedule for lab personnel to perform critical activities, so that there is no duplication of effort. No undergraduates should be working in any labs under any circumstances.

- Create plans for graduate students who are finishing thesis/dissertation work for Spring or Summer 2020. Contact David Baugher, Senior Assistant Dean of the Graduate College dbaugher@kennesaw.edu with any specific questions about degree completion.
- Postdocs may continue to assist with critical activities, as well as continue to develop project ideas and writing assignments remotely.

Office of Research contacts:

- Bill Diong (470-578-5574, bdiong@kennesaw.edu, Associate VP for Research)
- Kristine Nowak (470-578-4941, knowak@kennesaw.edu, Director of Research Compliance)
- Chris Cornelison (470-578-5115, ccornel5@kennesaw.edu, Director of IP Development)

Research groups conducting research with human subjects should restrict in-person activities with the following considerations:

- All research activities involving in-person contact with participants must be postponed. In-person research that cannot be delayed without significant impact on outcomes should only continue with the approval of your Associate (Assistant) Dean for Research.
- Researchers working at off-campus locations should verify procedures with their site contacts. Restrictions may apply depending on location, subject population, risks/benefits to the participant population, and federal, international, and local policies (see GA DPH, CDC, WHO, and local health agencies for updates). If possible, modify research into a remote format.
- Online surveys that automatically collect data may be left open, and data analysis can continue remotely if data security plans do not prescribe otherwise.
- Studies that operate remotely (without in-person sessions) may continue to enroll participants and collect data.
- Please remember that any changes to research protocols, including personnel, interview procedures, or data storage should be submitted for IRB review via a modification request at <https://research.kennesaw.edu/irb/progress-report-form.php>.
- The IRB and support staff will be operating remotely, but still conducting business as usual. Contact the Director of Human Subjects at irb@kennesaw.edu with any questions or concerns.