

Research Guideline Memo March 18, 2020

The following statement is intended to provide Faculty members with general guidelines for conducting and/or restricting their current research activities on and off campus.

These guidelines will be updated frequently as information from Tri-Council and other information becomes available. See: <https://www.uwinnipeg.ca/covid-19/research.html> for notices. Please also refer to SSHRC, NSERC and CIHR websites for ongoing updates.

Research Interruption Planning

The University of Winnipeg requests that faculty develop individual research plans for anticipated changes to access to campus as well as the need to maintain “social distancing” and other protocols for slowing the spread of Covid-19 while conducting research activities.

If your research will be significantly impacted, researchers are asked to forward a research plan to your Chair and Dean with a copy to the Research Office via Bea Spearing: b.spearing@uwinnipeg.ca

We must recognize that there will be **short term disruptions** to research activities both on campus and in the field that will require mitigation efforts. Faculty should also be aware that there is the **possibility of a full stop to activities** should the situation escalate.

Faculty Plans should address both short term disruption and the potential impact of a full closure of their research activities. Please use the following considerations for reflecting how your work will change.

Research Guideline for Research Disruption

1. Research Support Staff on Current Projects:
 - a. Faculty are asked to:
 - i. Advise/Communicate with research staff (undergraduate students, graduate students, postdoctoral fellows, research associates, and research technicians in labs, etc.) of any changes to workload (both short and long term).
 - ii. For all research activities, ensure a minimum spacing between researchers of no less than 2 m and reduce physical interaction between research staff (For work on campus and/or in labs)
 - iii. Communicate with research staff about work that can be done remotely (e.g., home) and set up a plan
 - iv. Advise the Research Office if there are any potential financial implications of changes to work with respect to grants, contracts and perhaps payroll

2. Labs/Facilities/Experiments: (on campus and remote):
 - a. Faculty are Encouraged to:
 - i. Limit access of research staff and students and reduce unnecessary activities (e.g., in-person meetings). For example, delaying the start of new lab experiments may be a short term option. Any ongoing tests, procedures etc. that can be interrupted should be considered
 - ii. Determine what can be shut down, what work needs to be monitored (and by whom)
 - iii. Consider the use of virtual meetings for research teams
 - iv. Review protocols for disinfecting surfaces to reduce the risk of surface transmission; this would include, but is not limited to, lab benches, fume hoods, instrumentation panels, taps, etc.
 - v. For remote fieldwork or attending to work at off site research facilities, special considerations may be needed. Please connect with your Chair, Dean and the Research Office to assist with any arrangements/support for off-site activities
 - vi. Work with host institutions on procedures they may have in place



3. Research Involving Human Subjects

- a. If it is possible to postpone in-person interviews, focus groups or gatherings this is to be strongly considered
- b. Interviews to be conducted online or over the phone can proceed or be postponed depending on the circumstances
- c. Faculty should connect with the Research Office if they expect delays, especially for non Tri-Council research
- d. Faculty should also consult the Tri-Council for ongoing updates to grants and funding
- e. For human ethics related questions please contact Heather Mowat h.mowat@uwinnipeg.ca

4. Research Involving Animals

- a. Please Refer to CCAC for updates: <https://www.ccac.ca/en/news-and-events/news/2020headlines/crisis-management-and-covid-19.html>
- b. Please also connect with your Dean and Chair to determine plans
- c. For any offsite or fieldwork, again please ensure that your Dean and Chair are aware if fieldwork cannot be interrupted
- d. The Director of the Vivarium (Jens Franck - Biology Dept.) should also be contacted for work related to this facility
- e. For animal ethics related questions please contact Heather Mowat h.mowat@uwinnipeg.ca

5. Research Materials/Supplies

- a. Shipping and receiving functions will remain open. Please ensure you connect with suppliers or others if there is to be interruptions
- b. Please also notify shipping/receiving if there are any special circumstances with respect to shipments and delivery locations.
- c. If any purchases or orders can be delayed that should be explored should campus functions close



6. Funding Sources, Deadlines and Deliverables:
 - a. If you are undertaking contract based work and have deadlines or pending deliverables that may be interrupted, please connect with the Research Office or the funder directly to request an extension
 - b. It is important to note that some changes may require Contract Amendments, so notify the Research Office as soon as possible
 - c. Based on type of funding, what and needs to be done or moved forward, faculty are encouraged to work with external funders

7. Internal Grants/Travel Awards
 - a. All travel has been suspended, including for research purposes
 - b. The pending travel grant awards competition is also being postponed until further notice
 - c. Any internal grant or travel funding awarded for an interrupted conference can be held if the event is rescheduled
 - d. Use of TPDA funds for travel canceled within this fiscal year can be deferred if the event is being rescheduled (please discuss with VPA)

The above guidelines are intended to help support research interruptions and provide general considerations.

For general research Inquiries, please contact Bea Spearing,
b.spearing@uwinnipeg.ca

In closing, it will take the efforts of many to ensure research continues and is completed safely. Please connect with your Dean, Chair and the Research Office for questions during this time. We will work to provide as much information as we can by email and online.

Thanks,

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Vice President Research and Innovation