

Office of the Provost  
Office of Research and Scholarship  
May 28, 2020



Dear UNE Faculty and Professional Staff,

This letter is intended to provide an update on the plan to ramp up research operations in a phased manner. As you know, Governor Mills has provided guidance for phased re-opening of businesses over the summer, with public health and safety as guiding principles.

Our efforts are focused on ensuring the safe, phased re-opening of research operations, including laboratories, field research activities, human subjects research, and other scholarly activities that were paused or closed due to emergency operations directives associated with the coronavirus disease 2019 (COVID-19) pandemic.

The Office of Research and Scholarship, in collaboration with Human Resources and Environmental Health and Safety (EHS), is reviewing a three-step plan for resuming research operations. The proposed steps include:

1. Documented completion of the Returning to Work Safety Training (HR)
2. Resuming Research Activity Plan (APRS)
3. COVID-19 Safety Plan (EHS)

The overarching goals of this plan are:

- Facilitate an orderly ramp-up of research operations, personnel, and facilities
- Minimize exposure to potential COVID-19 infection
- Comply with state public health guidelines
- Restore all scholarly activity as soon as reasonably possible

Guiding Principles:

- All approved research must ensure compliance with federal and state regulations and University policies.
- All personnel must follow COVID-19 related directives and guidance from local, state, and federal authorities (e.g., required use of facemasks, social distancing, cleaning and disinfection, etc.).
- As this is an evolving public health crisis, university policies and procedures may be changed on short notice to comply with changes in state and federal regulations.

The three-part plan is currently under review by senior leadership, and HR guidance is in preparation. Faculty and professional staff engaged in research are encouraged to complete their resuming research activity plan (if they have not already done so) and submit to Associate Provost Houseknecht for review.

A form to guide in completion of this document can be found on the Research and Scholarship blog (<https://sites.une.edu/research/>).

We understand that you all are eager to fully re-engage your research programs and appreciate your patience with this process. Once the process is fully approved, additional guidance on timelines and detailed instructions will be provided.

Stay well,

Joshua Hamilton, Ph.D.

*Provost and Senior Vice President for Academic Affairs*

Karen Houseknecht, Ph.D.

*Professor and Associate Provost for Research and Scholarship*