UF Research Resumption Portal Instructions for UF Health Colleges:

Key Information Requested, Portal Access and Submission, Approval Workflow and FAQs

Last Revised 6/3/20 at 12 p.m.

Key Information Requested

The online portal requests the following key information:

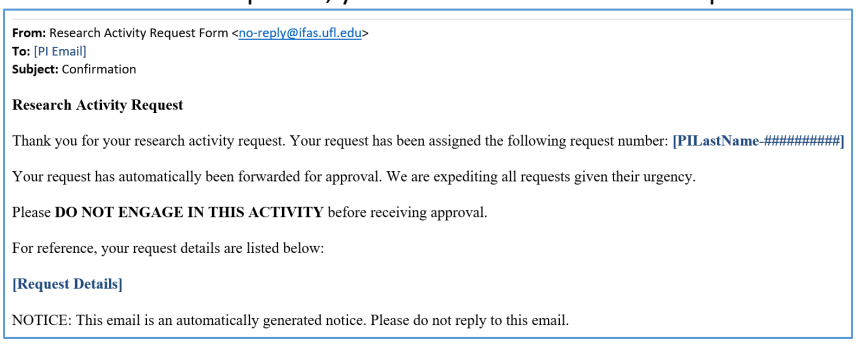
- Personnel information: Names, UFIDs, emails, mobile phone numbers
    - **HR tips:** It is critical that UFIDs submitted via the portal match an employee's Gator 1 Card. It is also important to include personnel names, email addresses and mobile phone numbers. In addition, the UF Research team recommends including the PI on the personnel list.
- Research category: Drop-down menu with options for Stage 0, Stage 1 and Stage 2 requests
    - **Stage 2 tip:** If you simply need to add personnel or location/s for previously approved activities, select the "Stage 2 - Adding personnel or spaces to an already approved activity" category and reference your approved request number in the rationale and last field on the form to avoid re-inputting all information.
- Description of activities
- Project details: UFIRST, IRB, OCR and IACUC numbers, if applicable
- Rationale describing why activities meet criteria for the selected stage
- Locations (drop-down menus):
    - Include all sites, buildings and rooms needed for the proposed activities.
    - Most health college faculty will select "0001 - Main Campus" as their site, which will then open subsequent dropdown menus with options for buildings and rooms.
    - Room details include square footage to inform occupancy limits.
- Dates and times for proposed activities
- Plan for managing social distancing and PPE

Portal Access and Submission

Access the portal at the following URL (Gatorlink log-in/ authentication required):
https://researchtools.ifas.ufl.edu/apps/essentialActivities/

Submission tips:

- The portal does not have a "Save" option, and the Gatorlink login eventually times out. Gather information in a separate document and only enter it once you have all required information and are ready to submit.
- The portal was tested with Chrome and Edge, so it may perform best using those browsers.
- **Animal research:** Submit two separate Research Activity Requests via the portal: one for lab work and one for animal work. That way, ACS approval (which takes longer) does not hold up lab approval. When a request involving animal research reaches ACS for ancillary review, PIs will receive an additional form via email.
- PIs can enlist the help of an administrator or coordinator to gather and submit the information, if desired.
- Please check that all details are correct before clicking the "Submit Request" button. Currently, once a request is submitted, the only way to make revisions or additions is to submit a new request.
- Successful submissions will generate an email confirmation and request #. If the PI does not receive an email confirmation and request #, you will need to resubmit. Sample confirmation email:



From: Research Activity Request Form <no-reply@ifas.ufl.edu>
To: [PI Email]
Subject: Confirmation

Research Activity Request

Thank you for your research activity request. Your request has been assigned the following request number: **[PILastName-##########]**

Your request has automatically been forwarded for approval. We are expediting all requests given their urgency.

Please **DO NOT ENGAGE IN THIS ACTIVITY** before receiving approval.

For reference, your request details are listed below:

[Request Details]

NOTICE: This email is an automatically generated notice. Please do not reply to this email.

Approval Workflow and FAQs for UF Health Colleges

Once a request is successfully submitted, the system will route the request for sequential review and approval. For UF Health colleges, the workflow is as follows:

- Level 1: Unit leaders (department chairs for College of Medicine; associate deans of research for other UF health colleges)
- Level 2: UF Health associate vice president for research
- Level 3, as applicable: Ancillary reviews by Animal Care Services and Office of Clinical Research
- Level 4: UF vice president for research

Approval process and sample notification emails:

- Approvers will receive an email when a request is ready for their review. Approvers must click on the link provided to approve or deny a request (GatorLink login/ authentication required). Sample email for a Level 1 approver:

From: Research Activity Request Form <no-reply@ifas.ufl.edu>
To: Approver Email
Subject: Your Approval Required - Request for Research Activity

A Research Activity Request Requires Your Review

A request for research activity from [PI Name] is awaiting your review. CLICK HERE to review the request details, and to approve or deny it.

Note: you may be asked to login using your Gatorlink credentials.

For reference, the request details are listed below:

[Request Details]

NOTICE: This email is an automatically generated notice. Please do not reply to this email.

- If a request is approved, the system will route the request for the next level of approval.
- If a request is denied at any level, the system will email the PI with all reviewer comments and the request will not advance any further for review.
- Once a request is approved or denied by the vice president for research, the system will email the PI with the final determination and all reviewer comments. Sample approval email:

From: Research Activity Request Form <no-reply@ifas.ufl.edu>
To: PI Email
Cc: Unit Approver Email
Subject: Request Approved

Research Activity Request

This research activity is approved by the VPR within the Research Resumption Plan. The people in this activity have been forwarded to HR for the UF COVID-19 screening/testing process. Once cleared by HR they can coordinate with the department to return to the lab.

Research activity request **#[PILastName-##########]** for the activity **"[activity description]"** has been approved.

[Approver Comments]

If you have any questions, please contact the reviewers directly for more details.

NOTICE: This email is an automatically generated notice. Please do not reply to this email.

Internal SID: [request code]

UF Health Research Resumption FAQs:
https://bridge.ufhealth.org/response/2020/05/15/5-15-20-uf-health-research-resumption-faqs/