

UF Health Research Resumption FAQs

Frequently Asked Questions

6/2/2020

On June 1, UF Vice President of Research David Norton initiated Stage 2 of the [UF Research Resumption Plan](#). To submit a research activity request for university review and approval, please download the [UF Research Resumption Portal Instructions](#) for key information requested, portal access and submission, and approval workflow and notifications for UF health colleges.

Following are answers to frequently asked questions about the research resumption process.

Q: Who do I contact for questions?

A: To discuss questions about developing or submitting a request for approval, Pls should contact their college's associate dean for research:

- Dentistry: Robert Burne (RBURNE@dental.ufl.edu)
- Medicine-Gainesville: Stephen Sugrue (sugrue@ufl.edu, cc pastos@ufl.edu)
- Medicine -Jacksonville: Alex Parker (Alexander.Parker@jax.ufl.edu)
- Nursing: Michael Weaver (michael.weaver@ufl.edu)
- Pharmacy: Maureen Keller-Wood (kellerwd@cop.ufl.edu)
- Public Health and Health Professions: Linda Cottler (lbcottler@ufl.edu)
- Veterinary Medicine: David Pascual (pascuald@ufl.edu)

For general questions about the process, please contact:

- UFH-Research-Continuity-I@lists.ufl.edu

Q: I have laboratory and animal research activities to propose. Should I plan to submit all activities as a single request, or as separate requests?

A: Please submit **a separate request for each type of activity: one for lab work and one for animal work.** That way, Animal Care Services approval (which takes longer) will not hold up lab approval.

Q: What is the process for resuming clinical research activities?

A: Guidance and FAQs for resuming health-related human subjects research and clinical trials are provided on the CTSI Office of Clinical Research website at:

<https://clinicalresearch.ctsi.ufl.edu/covid-19/resuming-hsr-study-activities>

Q: How long will the approval process take, and how can I check the status of my request?

A: Based on the UF health colleges' experience with Stage 1, the approval process for non-animal requests averages about one week. The timeline is longer for requests that involve animal research and Animal Care Services. Turn-around time for Stage 2 may vary depending on volume and complexity of requests, among other factors.

If it has been longer than one week since you submitted a non-animal request and you would like to check its status, please email your request # to UFH-Research-Continuity-I@lists.ufl.edu for an update.

If it has been longer than two weeks since you submitted an animal request and you would like to check its status, please contact Animal Care Services for an update.

Q: If I'm already on my department's HR list for the return-to-campus screening process, do I also need to go through this process?

A: Yes. Even if researchers have been cleared by HR to return to campus for non-research purposes, researchers cannot resume on-campus research activities without approval by the UF vice president for research.

Q: How do I know when I and members of my team can return to campus?

A: After a request is approved by the UF vice president for research, the PI will be notified by email and UF Human Resources will receive a list of approved personnel. UF HR will then invite approved personnel to participate in the UF return-to-campus screening process, which will clear employees for reentry to campus. Once cleared by HR, PIs should coordinate with their department chair or facility administrator to establish a schedule for return. To check on the status of HR personnel clearances, please contact your departmental HR person.

Q: If I've already been approved for essential on-campus research activities, do I also need to go through this process?

A: Yes. Because Stages 1 and beyond include new parameters for allowed activities, occupancy limits and other safety measures, PIs must submit a subsequent plan for review and approval.

Q: If I've already been approved for Stage 1 on-campus research activities, do I also need to submit a Stage 2 plan?

A: Please follow the UF Research guidance, which states:

- For activities approved in Stage 1 that require no additions in personnel or facility location, no additional approval is needed for Stage 2. Researchers may proceed within the Stage 2 limitation.
- For Stage 1 approved activities that simply require the addition of personnel or facility location, a Stage 2 Activity Request must be submitted through the portal for review. To the extent possible, please reference the previously approved Stage 1 case number so as to avoid re-inputting all information.
- For Stage 2 activities that are significantly modified relative to a Stage 1 approval, or for researchers who did not have approved Stage 1 activity plans, please submit all information requested. As with the Stage 1 activities, please work with the associate dean for research within your college for submission of new or modified activities through the Research Activity Approval Portal.