

MEMORANDUM

TO: Deans and Associate Deans Research

FROM: Dr. Alice B. Aiken, Vice-President Research and Innovation

DATE: Tuesday 9 June 2020

RE: Discontinuation of Appendix A form

Please communicate the following information to all Principal Investigators (PIs) in your Faculty.

As recently communicated in my [Memorandum to PIs](#), issued on 22 May 2020, any PI who wishes to resume research activities on campus is required to follow the **three-step process**, outlined in that Memorandum, in order to request permission to return to research. This process includes the completion of a *Research Safety Assessment*, the preparation of an approved *Safety Plan*, and the submission (via the ROMEO Researcher Portal) of an *Application to Resume Research Activities*.

PIs are advised that as of today, use of the Appendix A form for requesting research restart or COVID-19 related research has been discontinued. As outlined in my Memorandum to the Research Community issued on 20 March 2020, the Appendix A form was designed for PIs to request approval to continue essential research – or commence new COVID-19 research – in the period following 24 March 2020, when all campus research operations were suspended.

The new three-step process to request Return to Research now replaces the previous process.

Please be aware that the new process also applies to the resumption of **off-campus fieldwork activities**. Permission to conduct fieldwork at third-party sites must be sought from the relevant authorities for those sites; however, PIs should still undertake the Dalhousie three-step process so that their Deans are fully apprised of the fieldwork plans and that appropriate safety measures are in place.

PIs may direct any questions regarding the Return to Research, and the associated process for this, to their Associate Deans Research. We thank our entire research community for continuing to work to the best of its abilities during these challenging times, as we navigate Dalhousie's Return to Research in a safe and controlled manner.