MEMORANDUM

To:	**Faculty, Staff, Postdocs and Students involved in research,**
From:	**Dr. Adnan Hyder, Senior Associate Dean for Research, GWSPH**
Date:	**31 August 2020**
Subject:	**Research and COVID-19 – Project Restart/Re-opening and Initiation**

Despite the current pandemic and national events, we have adapted our procedures and continued our research efforts. As a result of guidance from the Office of the Vice President for Research (OVPR) and the Office of Human Research (OHR), we created an action plan for initiating new projects and continuation/restarting/reopening existing projects.

Research Initiation and Reopening Approval

Principal Investigators (PIs) who intend to initiate a new project or restart a halted project are *required to have an approved reopening plan*. This includes projects that are completely virtual and have no in-person or on-campus components as well as those that had temporarily halted data collection activities before March 2020 (pre-covid-19 pandemic).   Please note that a separate request must be submitted for *each* project. The approval process is as follows:

1. Review the instructions and complete a Template for Research Initiation/Restart
2. For questions, contact GWSPHResearch@gwu.edu for clarification
3. Submit the completed request to the department chair for approval and signature
4. Email the signed request to GWSPHResearch@gwu.edu
5. Requests will be reviewed and a determination will be returned to the Principal Investigator

Both the [instructions] and the [Template for Research Initiation/Restart] can be found on the [ORE COVID-19 Research webpage].

Forms must receive approval from your Department Chair before being sent to the ORE at [GWSPHResearch@gwu.edu]. The Senior Associate Dean for Research will review the request and consult with the Executive Associate Dean for Operations as needed.

The Office of Human Research (OHR) released guidance on 26 June 2020 for [Reopening Research during the COVID-19 Pandemic] that instructs schools to review all new research *and* existing projects that are restarting/reopening. As a result, all studies going to the GW IRB will need GWSPH approval first as stated above. For re-starting projects that already have IRB approval, after obtaining School approval for re-starting, PIs need to complete a [Promptly Reportable Incident Form (PRIF)] and submit to the IRB through IRIS. (https://humanresearch.gwu.edu/promptly-reportable-information-form).

Additional Resources:
*   University Updates: https://campusadvisories.gwu.edu/university-updates
*   OVPR COVID-19 Updates: https://sponsoredprojects.gwu.edu/covid-19
*   OHR COVID-19 Updates: https://humanresearch.gwu.edu/covid-19
*   GWSPH Research COVID-19 Updates: https://publichealth.gwu.edu/content/covid-19-research

Thank you to all who eagerly contributed to the research reopening guidelines. Please email us for any advice and send questions to: [GWSPHResearch@gwu.edu].