

**MEMORANDUM**

**To:** Deans, Associate Deans for Research, Directors, and Department Heads  
**From:** Elizabeth (Betsy) Cantwell, Senior Vice President for Research & Innovation  
**CC:** Senior Leadership Team, Sangita Pawar, John O'Neil, Lori Schultz  
**Date:** April 1, 2020  
**Re:** Guidance on Defining Essential Research and Shutdown Procedures



**PLEASE IMMEDIATELY DISTRIBUTE TO ALL RESEARCH FACULTY**

In light of the Arizona Governor Doug Ducey's stay-at-home order of March 30, we are defining "Essential Research" for the University of Arizona and providing a mechanism for continued laboratory and facility operations if your activities are approved as essential. All research that is now and can continue to be 100% conducted in a remote manner without face-to-face interaction is automatically exempt from this guidance and may continue to be conducted.

Your health and safety, and that of your colleagues, staff, and students, are among our top priorities. All personnel who will be on campus in order to carry out essential research must follow [CDC guidelines](#) of social distancing. We strongly encourage any employee, staff or student who feels coerced to work in an environment in which the CDC guidelines are not met to contact the [Ethics and Compliance Hotline](#) immediately.

Essential research/activities may include:

- Research involving humans, animals, and plants
- COVID-19 research (studies of COVID-19 and/or the treatment of patients with COVID-19)
- Catastrophic loss (experiments that cannot be stopped immediately without irreplaceable loss of important cells, human and animal subjects, crops, materials, long-term data collection, equipment)
- Significant harm to a long-term program, the continuity of which is essential
- Student completion (requiring final experiments or continuous data collection by a student who is scheduled to graduate this semester)

If you have a question about whether your research falls into an essential category, please submit the waiver.

Given the governor's order, our de facto position is that all University of Arizona research is considered non-essential unless it has an approved waiver. All researchers who are not currently working remotely are required to either:

1. Submit an "Essential Research Activities Waiver" for your research laboratory or facility to continue operating, or
2. Shut down your research laboratory or facility.

## Essential Research Activities Waiver

If you feel your research is essential, you must apply for an [Essential Research Activities Waiver](#), subject to approval by your department head/director, associate dean for research, and senior vice president for research and innovation, for your laboratory or facility to continue operating. We will strive to turn these waiver requests around within 48 hours.

This Essential Research Activities Waiver request applies to research and scholarly activity in all university units—every college, department, program, center, institute, and museum. You may submit one waiver request for multiple laboratories, activities, or facilities if they all have common parameters.

Designated Campus Colleagues (DCCs) who are **not** students, trainees, postdocs, or clinicians must not be allowed in any research laboratory or facility until further notice under any circumstances. DCCs who **are** students, trainees, postdocs, or clinicians must be part of a waiver request to be allowed in any research facility.

**Review of Essential Research Activities Waiver requests will begin Friday April 3, 2020. The deadline to submit the Essential Research Activities Waiver is Monday, April 6, 2020, at 5 pm,** after which we will no longer accept waiver requests. We encourage you to submit your waiver request as soon as possible.

## Laboratory and Facility Shutdown

Non-essential research (voluntary or determined) laboratory or facilities, including a core facility, should be shut down following the [Procedure for Temporary Laboratory Closure](#) guidelines and checklist. Other sources of coronavirus information include [COVID-19 Guidance for Research Safety](#) webpage and the university's official [Coronavirus](#) webpage. Compliance requirements under the Human Subjects Protection Program, Research Laboratory & Safety Services, the Institutional Animal Care & Use Committee, and other university policies have not changed.

**The deadline to shut down non-essential research laboratories and facilities is Wednesday, April 8, 2020.**

If you have questions, please first contact your director, department head or associate dean of research.

This is a challenging time, but one that researchers can use to revisit programmatic lines of inquiry, draft introductions and method sections for articles to disseminate lessons studies currently under way, retool statistically by working with methodologist to learn new options for data analytic plans, and conceptualize studies for 2020-2021 with procedures that feature options for social distancing as well as interpersonal contact.

I thank you for your unbelievable patience, persistence, flexibility, and diligence as we navigate this new terrain. I believe we will come out of this experience stronger and more resilient than ever. Stay healthy and safe.