

MEMORANDUM

To: Faculty, Staff, and Student Researchers in the Price School
From: Neeraj Sood, Vice Dean for Research and Faculty Affairs
CC: Jack H. Knott, Dean
Date: March 18, 2020
Subject: Research Continuity Plans for the Price School

Yesterday, Maja Mataric, Interim Vice President of Research, sent a memo to faculty outlining guidelines for research during the COVID-19 emergency. Here are some important takeaways from that memo:

- **Remote Work:** USC and the Price School strongly encourages you and your research staff to shift to remote work wherever possible. Only essential research can be performed on campus.
- **Human Subjects Research:** Pause all studies with direct participant contact until further notice. This applies to non-therapeutic trials, observational studies and all community-based non-interventional research.
- **Community Participation Research/Programs:** Pause all activities with direct contact with the greater community. This applies to trainings and leadership development programs, focus groups, stakeholder interviews.
- Offices used by an individual found to be COVID-19-positive will be closed, disinfected, and prepared for re-occupancy. Environment Health & Safety has established guidelines to follow and will work with the appropriate department to ensure this is completed.
- We are not ceasing all in-person on-campus research at this time.
- All research-active faculty members and other PIs are asked to develop a Research Continuity Plan in the light of COVID-19, outlining how their group will follow the guidelines above.

Some other important points

- If your research activities include essential travel (defined as travel that is required to preserve the safety or results of a research subject or research activity that cannot be postponed) you must request approval via email from me prior to the travel.
- Please communicate with research sponsors about your research plans

Price School Research Continuity Plans are due Friday, March 20

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Principal Investigators and active faculty conducting research in the Price school must develop and submit a **Research Continuity Plan by this Friday, March 20, 2020**. You can upload your plans (in PDF or word format) to this [Box folder](#).

We don't anticipate the need for elaborate plans as most of our research can be conducted remotely with little disruption. A template for creating a research continuity plan is provided at the end of this document. Please address any questions about research continuity plans to me (nsood@usc.edu). Thanks for your attention.

Research Continuity Plan Template for Price School

Description of research activities: My current research activities involve (choose all that apply: analyzing data on personal computer, analyzing data on remote server, accessing USC online portals such as istar, writing manuscripts, collecting data using surveys, focus groups, behavioral interventions, etc)

Research team: List members of research team and role

Plan for remote work:

- This is the personalized plan for each member of my research team:
 - Move all research activities to remote work.
 - Test ability to work remotely by using Zoom, accessing data, etc.
 - Suspend all research activities with direct participant contact
- I attest that I have discussed this personalized plan with each member of my research team

OR

- This is the personalized plan for member X of my research team:
 - Move all research activities to remote work but occasional non-remote work will be allowed for the following essential activities. Describe activities and rationale.
 - Test ability to work remotely by using Zoom, accessing data, etc.
 - Suspend all research activities with direct participant contact
- I attest that I have discussed this personalized plan with member X of my research team

Implications requiring communication with sponsor [your Research Administrator will work with you to process such requests as needed]:

- The COVID-19 emergency may require communication with a sponsor to request
 - No cost extension
 - Scope of work or budget revision
 - Change in key personnel