Off-Campus Research and Fieldwork Committee

Information sessions
29 October 2020 (Natural Sciences focus)
30 October 2020 (Humanities and Social Sciences focus)
Off-Campus Research and Fieldwork Committee

• Faculty and trainees from across campus
  • Full committee membership here: https://research.yale.edu/research-reactivation-campus-research-and-field-work-committee

• Chaired by Steven Wilkinson

• Three sub-committees
  • Natural Sciences (David Post)
  • Social Sciences and Humanities (Doug Rogers)
  • Libraries, Archives, and Collections (Joanne Meyerowitz)
Off-Campus Research and Fieldwork Committee

• Works in parallel, and when necessary in conjunction with, the Human Subject Research Review committee, which covers all on-campus human subject research AND off-campus human subject work *when and only when* that work includes medical procedures, biological samples, or requires physical contact with research subjects

• Coordinates policy and guidance with EHS, Provost office, and other University entities
Off-Campus Research and Fieldwork Committee

The Committee is charged with the review and approval of off-campus research and fieldwork during all stages of research reactivation.

- Domestic and international
- Travel to and from off-campus research sites
- Research activities at the research site
- Food and lodging (if applicable)
- Interactions with non-Yale personnel (if applicable)
Off-Campus Research and Fieldwork Committee

Three broad considerations

• Safety of researchers
• Safety of the Yale and New Haven communities
• Safety of others with whom researchers interact around the world
Off-Campus Research and Fieldwork Committee

The first step: routing your application to faculty and trainee experts in your field

• The flowchart and text at the Pathways to Research Reactivation website (https://research.yale.edu/phase-1-2-and-3-pathways-research-reactivation) are designed to channel the massive variety of human subjects, off-campus, and fieldwork research undertaken at Yale to specialized groups of faculty and trainees who will complete your review with appropriate expertise.

• This is the best place to start your application process.
Off-Campus Research and Fieldwork Committee

Start here for Research

Are you registering people for single or multiple occupancy offices and your dean has asked you to use Integrator? Click here

If no

Is your research covered by an Institutional Review Board (IRB) protocol for Human Subjects Research?

Yes

Submit to Off-Campus Research and Fieldwork Review - Social Science and Humanities

No

Start here for Office/Labs

Are you adding people or spaces to an approved Phase 1, 2 protocol, or adding Yale undergraduate researchers in Phase 3, or registering a lab or special facility? Click here

Yes

Submit under Phase 1

No

Submit under Phase 2

Does your work involve solitary archival, library, museum or natural science fieldwork in which social distancing is easily accomplished?

Yes

Submit to Off-Campus Research and Fieldwork Review - Natural Science

No

Are you exempt from further review based upon this self-assessment?

Yes

Submit to Off-Campus Research and Fieldwork Review - Social Science and Humanities

No

If appropriate, submit to Off-Campus Research and Fieldwork Review - Social Science and Humanities

No

If appropriate, submit to Off-Campus Research and Fieldwork Review - Natural Science

Yes

Submit to Off-Campus Research and Fieldwork Review - Social Science and Humanities

No

Does your research involve off-campus research or fieldwork that does not require IRB approval?

Yes

Submit to Phase 2 - Laboratory/Special Facilities

No

Does your research involve human subject interaction that requires physical contact, biological samples, and/or medical procedures?

Yes

Submit to Human Subjects Research Review

No

Submit under Phase 1

If you are unsure about which committee should review your application, select the option that best fits your primary research plan. The committees communicate to ensure that appropriate expertise is applied to each application.
Off-Campus Research and Fieldwork Committee (H&SS)

Step 1. Determine if your research is exempt from additional review

• If you are a single researcher who will have minimal interaction with others, such as working in library or archive reading rooms which are practicing social distancing with PPE, or in outdoor settings such as forests or mountains that are easily conducive to social distancing, take a [self-assessment](#) to help determine if you fall into the exempt status.

• If you are exempt, you do not need to submit an application to EHS Integrator. Instead, review the list of best practices provided [here](#).
Off-Campus Research and Fieldwork Committee (H&SS)

Self-assessment for limited-risk off-campus research in libraries, archives, museums, and collections (link)

- Is your proposed research limited to your own research in archive, library, and/or museum collections?
- Will you be researching on your own, unaccompanied by colleagues, assistants, or supervisors?
- Will you consult with the institutions you plan to visit to verify their regulations and practices and to ensure that social distancing is feasible?
- Is your proposed research taking place within the country in which you are now located?
- Will you adhere to all relevant (local, national, institutional, Connecticut, and Yale) travel, health, and safety guidelines? (See information on Travel Guidance and Yale’s Health and Safety Guidance.)
- Will you follow the best practices outlined here?
- If you are a graduate student, have you discussed your research plans with your faculty advisor, and will you share a copy of your plans with your DGS?

If you answer YES to all these questions, you do not need to apply for Committee review through EHS Integrator
Off-Campus Research and Fieldwork Committee (H&SS)

Step 1. Determine if your research is exempt from additional review

• If your research involves in-person contact with human subjects or meets one or more of the following conditions, you must submit an application on EHS Integrator:
  • Research covered by an IRB protocol
  • Research that employs trainees, employees, contractors, or others conducting research on your behalf
  • Research that involves teams of people working in physical proximity
  • Research that involves use of lab space
Step 2. If your research is not exempt, determine how to route your application for approval

• If your planned research is off campus and involves medical procedures, biological samples, or requires physical contact with research subjects, follow the instructions provided by the Human Subjects Research Review Committee (co-reviewed with the Off-Campus Committee as needed)

• If your planned research is off campus and involves interviews, observation, surveys, field experiments, or other research that does not include physical contact with human subjects, follow the instructions provided by the Off-Campus Research and Fieldwork Committee

• If your planned research is off campus and does not involve human subjects, follow the instructions provided by the Off-Campus Research and Fieldwork Committee
Off-Campus Research and Fieldwork Committee (H&SS)

• Follow the step-by-step instructions here to (1) complete a fillable PDF form with your project details and (2) upload it to EHS Integrator:

Applications for Social Sciences and Humanities Off Campus Research and Fieldwork

Researchers in the social sciences or humanities who have determined that they are not exempt should download and fill out this PDF form providing information about their research plans in Phase 2 and Phase 3. The form, along with any IRB documentation, should be submitted through EHS Integrator (VPN connection required) in the subsection entitled “Off-Campus Research and Fieldwork – Social Sciences and Humanities”. EHS Integrator terms this process “registration.”
Fieldwork and Off Campus Research Reactivation Committee
Social Sciences and Humanities Subcommittee Intake Questionnaire

Instructions: This form is to be completed by researchers requesting permission to undertake non-medical off-campus research during Yale Phase 2 and 3 reopening. It covers a variety of types of research—answer only those questions appropriate to your plans. If you are a graduate student, undergraduate student, postdoctoral researcher, or other trainee conducting your own research, please complete questions 1-13 and then send this form to your adviser/supervisor, along with your IRB protocol, if applicable. Your adviser/supervisor must complete question 14 and then submit both documents through EHS Integrator on your behalf. If you are a lecturer advising graduate students or supervising postdoctoral researchers, send an email to EHSIntegrator@yale.edu to request access to EHS Integrator.

1. Name

2. Contact Email

3. Primary Department and School

4. Position: Faculty, Graduate or Undergraduate Student, Postdoctoral fellow, Lecturer, or Other:

5. Project Title

6. Dates of Proposed Research

7. If your research involves any travel (international, domestic, or onsite), describe the safety and feasibility your travel plans and steps you will take to reduce risks of transmission during travel. Yale’s current International and domestic Covid-19 travel policies and guidance can be found here and should inform your planning. Yale’s travel registry can be found behind CAS login. Additional, more detailed up-to-date information on local conditions can be accessed here. Include quarantine plans upon return to Connecticut if applicable, keeping in mind that conditions may change. Current Connecticut guidelines on self-quarantine requirements on return are here.

8. If the planned research is covered by an IRB protocol, please upload a copy to EHS integrator. If you have modified your IRB protocol since the beginning of the pandemic, please explain:

14. Please describe the conversations you have had with your advisee or trainee about safely resuming research in Phase 2 and 3 and certify that the above plans and protocols are mutually acceptable.

Please note: If the Fieldwork and Off Campus committee has questions about this application, they will communicate with the faculty member submitting this form, with additional notification to the student or trainee if applicable.
Off-Campus Research and Fieldwork Committee (H&SS)

• On the fillable PDF form, answer all relevant questions to the best of your ability.

• Notes:
  • Approval from IRB should be complete if this is relevant. Yale IRB does not require re-submissions or modifications to existing protocols if you are only adding social distancing or other safety measures.
  • Remote only (i.e. 1-on-1 interviews via Zoom) research does not need review
  • Attend to researcher / contractor safety as well as subject safety; attend to travel as well as research itself
  • Shorter-term and more concrete plans are often better. You can always re-apply or submit modifications later.
  • Trainees (this includes grad students) should complete all but Q14 and then send to their adviser, who will complete Q14 and submit on their behalf.
Off-Campus Research and Fieldwork Committee (H&SS)

- EHS Integrator submission (VPN required)
  - Why EHS (Enviro Health and Safety) Integrator?
  - Faculty submit on behalf of trainees (incl. grad. stud)
  - Submit in **Phase 2** unless your protocol involves undergraduate researchers
    - Yes, even though Yale is in “Phase 3”
  - PDF + IRB protocol, if applicable

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1. EHS Registration | Phase 2 - Off-Campus Research & Fieldwork - Social Sciences & Humanities (Open - New)

   - Registration Header: Rogers, Douglas/Phase 2 - OCRMFw-SS&H229041

   - Application: New
   - Status: Open

   Instructions: Review the information in each of the sections below and Save as needed. When complete, click the ‘Submit to EHS’ button.

   1) Assistants

   Section Description: Add the Assistant(s) associated with this registration. The ‘Add Principal Assistants’ button adds from the Principal’s Profile, and the ‘Add Assistants’ button adds from EHS’ full list of people. Click the ‘Add Assistants’ button to search for existing records. To remove assistant(s), uncheck them and then click Save.

   - Select Name
   - Work Description

   No assistant(s) found.

2. New Registration

   Biological
   - Poliovirus Survey

   Chemical
   - Chemical Research Protocol
   - COVID-19
   - Phase 1 - Research Reactivation
   - Phase 1 - Human Subject Research
   - Phase 2 - Offices
   - Phase 2 - Laboratory/Special Facilities
   - Phase 2 - Off-Campus Research & Fieldwork - Natural Science
   - Phase 2 - Off-Campus Research & Fieldwork - Social Sciences & Humanities
   - Phase 3 - Human Subject Research
   - Phase 3 - Teaching/Institutional Laboratories
   - Phase 3 – Undergrad and Academic Visitors
   - Phase 3 - Off-Campus Research & Fieldwork - Social Sciences & Humanities
   - Lab Safety
     - Minor Student (16-17)
     - Visiting Undergrad (18+)
Off-Campus Research and Fieldwork Committee

- Our process: what to expect
  - Initial screening by subcommittee chair
  - Review by committee members
  - Suggestions for modification, if any, through EHS Integrator notice manager
    - Keeps communication linked to your registration
  - Approved by Committee Chair and Provost office
    - Generic EHS integrator system-generated authorization via email

- Turnaround time is typically 1-2 weeks

- Off-campus research and travel cannot begin without approval
Off-Campus Research and Fieldwork Committee

• It is the responsibility of PIs and other supervisors to enforce physical and temporal distancing measures, PPE requirements, and other safety measures, as required by the university

• Faculty, staff, trainees, and students who are concerned that safety measures are not being followed may bring a complaint to:
  • Department’s COVID-19 Safety Officer
  • Their PI, another supervisor, the Department Chair, Dean’s Designee, the director of the Office for Postdoctoral Affairs
  • Make an anonymous or identified report through the University Hotline (online or 877-360-YALE)

• Supervisors may not retaliate against individuals for raising concerns about COVID-related safety and health conditions
Off-Campus Research and Fieldwork Committee

• Useful resources for all researchers
  • Research Reactivation in general
    • https://research.yale.edu/phase-2-3-research-reactivation
  • Pathways to Research Reactivation
    • https://research.yale.edu/phase-1-2-and-3-pathways-research-reactivation
  • Yale University Travel Restrictions
    • https://world-toolkit.yale.edu/yale-university-travel-restrictions
  • Vehicle Use policy
    • https://ehs.yale.edu/vehicle-use
  • Health and Safety Guidelines
    • https://covid19.yale.edu/health-guidelines
    • https://ehs.yale.edu/covid-19
Off-Campus Research and Fieldwork Committee

• Useful resources for all researchers
  • USA COVID data
    • https://covidactnow.org/?s=1193289
  • International COVID data
    • State Dept: https://travel.state.gov/content/travel/en/international-travel.html
  • CDC COVID travel safety
Questions?
Off-Campus Research and Fieldwork Committee (NS)

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  • Research covered by an IRB protocol
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  • Research that involves teams of people working in physical proximity
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• If you are a single researcher who will have minimal interaction with others, such as working in library or archive reading rooms which are practicing social distancing with PPE, or in outdoor settings such as forests or mountains that are easily conducive to social distancing, take a self-assessment to help determine if you fall into the exempt status.

• If you are exempt, you do not need to submit an application to EHS Integrator. Instead, review the list of best practices provided here.
Self-assessment for limited-risk field research in the natural sciences

• Is your proposed research limited to your own activities in an off-campus field setting where there would be limited contact with others?
• Will you be working on your own, unaccompanied by colleagues, assistants, or supervisors?
• Will you consult with the field-sites that you plan to visit to verify their regulations and practices and to ensure that social distancing is feasible?
• Will you adhere to all relevant (local, national, institutional, Connecticut, and Yale) health and safety guidelines?
• Will you follow the best practices outlined here?
• If you are a graduate student, have you discussed your research plans with your faculty advisor, and will you share a copy of your plans with your DGS?

If you answer YES to all these questions, you do not need to apply for Committee review through EHS Integrator
Off-Campus Research and Fieldwork Committee (NS)

Step 2. If your research is not exempt, determine how to route your application for approval

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• If your planned research is off campus and does not involve human subjects, follow the instructions provided by the Off-Campus Research and Fieldwork Committee
Off-Campus Research and Fieldwork Committee (NS)

- EHS Integrator
- Building areas, Assistants (who is conducting the research), Questions
Off-Campus Research and Fieldwork Committee (NS)

• EHS Integrator

• Questions
  • Where is your proposed travel destination?
  • Please indicate the Project PI(s), Departments and Schools associated with fieldwork activities.
  • Please input the Project Title and Sponsor.
  • Please provide a Project Summary and Compliance with Phase 2 requirements.
  • Provide a brief summary of the off-campus research and fieldwork activities to be conducted during Phase 2.
  • Please identify the locations and dates (to/from) of the proposed fieldwork and provide a description of the activities to be conducted.
  • Please explain how travel to/from the site, food and fuel procurement, and any overnight stays will be conducted to provide adequate social distancing.
  • Please list any non-Yale personnel that may be involved and their affiliation or state "None".
  • Please describe how you will ensure or maximize physical distancing in lodging and at the field site.
  • Please describe how you will provide enhanced cleaning/disinfecting procedures appropriate for your activities
  • Please describe relevant cleaning and monitoring protocols for each of the shared resources, if applicable.
  • Please describe the PPE and work attire that your team needs to carry out the described activities.
  • Please provide your plan for monitoring personnel health and symptoms.
  • Please provide a plan for rapid ramp-down of research activities should the need to do so arise.
  • Affirmation that you have discussed and shared your plan for fieldwork with everyone on the personnel list.
Off-Campus Research and Fieldwork Committee (H&SS)

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Off-Campus Research and Fieldwork Committee (NS)

• **Notes**
  - Shorter-term and more concrete plans are better. You can always re-apply or submit modifications later.
  - Address safety during travel and during research

• **Trainees**
  - Work with your PI to integrate your research into their lab safety plan
  - Work with your PI or advisor to develop a plan specific to your research