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 Office/Labs

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

Start here for Research

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

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

Yes

No

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

Yes

No

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

Yes

No

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

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

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

Submit to Phase 2 - Laboratory/Special Facilities

Submit to Human Subjects Research Review

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

Yes

No

Does your research involve a mandated clinical trial or therapeutic trial at a Yale managed health facility and meet Phase 1 requirements?

Yes

No

Submit under Phase 1

Submit under Phase 2

No EHS submission required: Click here for Best Practices.

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

Yes

No

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

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

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

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 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.
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.
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 (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)

• Follow the step-by-step instructions [here](#) to complete a fillable PDF form and 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.”
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
Off-Campus Research and Fieldwork Committee (NS)

• 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