SJSU RSCA Project Plan | COVID-19 (Phase 3)

ALL RSCA Leaders seeking to carry out RSCA projects on campus, in the field, and/or at alternate off-campus locations during *Phase 3* of SJSU's RSCA Adapt Plan are required to fill out this form, describing the nature of their essential work (critical or time-sensitive as defined in the RSCA Adapt Plan), identifying key personnel required to support it, confirming COVID-19 safety measures, and specifying schedules and space/location provisions.

BEFORE YOU PROCEED, PLEASE NOTE ...

Visit the SJSU Health Advisories website at https://www.sjsu.edu/healthadvisories/ for information.

1. RSCA projects that are operating remotely without the need for any campus access, field work, travel, in-person collaboration among individuals or with other organizations, or in-person engagement with human subjects are *not* required to submit this form.

2. Approved RSCA projects requiring changes that only involve project date extension and/or project personnel name changes withOUT the need to access different RSCA spaces or change the capacity of approved RSCA spaces do *not* need to submit this form. See https://www.sjsu.edu/research/resources/covid-19-adaptation.php for requirements.

3. Access approvals may be revoked on a short notice at any time due to public health orders, outbreaks, projects diverging from approved plans, or access limitations resulting from on-campus instruction activities.

WHEN USING THIS FORM ...

1. Use one form per RSCA project/activity.

2. Human Research Subjects: Do NOT include any sensitive or confidential information (e.g. information that might personally identify human subjects, health information, individual student class schedules, etc.)

3. Complete the EH&S Checklist form FIRST before completing this Project Plan. You will be asked to upload your completed EH&S Checklist to this form before you can submit your project plan.

4. If you need to update your approved Project Plan with changes other than project date extension and/or project personnel name changes, please fill out this form again and include your original project title.

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PROJECT PERSONNEL ...

We understand that the long-term viability of many RSCA projects during this period may require management of essential animal lines, equipment, liquid nitrogen stocks, and certain long-term experiments. To meet these needs, we request that each laboratory (or neighboring group of laboratories) identify 1-2 key personnel who will be responsible for this essential ongoing maintenance.

When determining the appropriate size of your project, keep in mind that any potentially hazardous operation will require at least two trained and qualified persons be present.
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RESEARCH COMPLIANCE ...

Labs that are approved to resume RSCA activities shall submit Biological Use Authorization (BUA documents) and Standard Operating Procedures (SOPs) in accordance with the guidance and deadlines set forth by the Institutional Biosafety Committee (IBC).

Approved RSCA Project Plans that include work involving human research subjects must obtain Institutional Review Board (IRB) approval prior to starting the work.

Approved RSCA Project Plans that include work involving animal research subjects must obtain Institutional Animal Care and Use Committee (IACUC) approval prior to starting the work.

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Please email questions to vp.researchandinnovation@sjsu.edu.

* Required

1. Email *

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2. RSCA Leader Name (PI or other faculty leader) *

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3. Laboratory/Research/Activity Group Name *

   _____

4. Research Leader Preferred Email *

    _____

5. Unit/Department and College/Division *

    _____

6. Alternate Research Group contact - name and title *

    _____

7. Alternate RSCA Group Contact - Email address *

    _____

8. PROJECT TITLE/NAME (one project per submission). If this is a project update, use original project title. *

    _____

9. Is this a new Project Plan or a change request to an approved Project plan? -- Do *not* use this form if you are only requesting project personnel changes and/or a date extension to an approved Project Plan - see https://www.sjsu.edu/research/resources/covid-19-adaptation.php for instructions on personnel changes and/or a date extension for approved Project Plans. *

    Mark only one oval.

    ( ) New Request   *Skip to question 11*

    ( ) Change Request other than personnel / date change (use original project title below)
        Skip to question 10

Change Request Summary

10. If this is a CHANGE REQUEST for a previously submitted project plan, summarize ALL the requested changes/updates here. *

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Skip to question 14

Project Information

11. PROJECT - Describe the critical nature of the RSCA project and list all applicable sensitive deadlines. What would the impact be to the project if project personnel are unable to resume their work on campus? - Please be specific. Refer to the SJSU RSCA Adapt Plan for the definition of "Critical" and "Time-Sensitive" RSCA projects - (200 words or less) *

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12. PROJECT - Start Date of On-Site Project Access or Field Activity *

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Example: January 7, 2019

13. PROJECT - End Date of On-Site Project Access or Field Activity *

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Example: January 7, 2019

Project Plan Details

14.   SAFETY - Upload your completed EH&S Checklist form ("RSCA Risk Assessment Template and Return to Operation Plan for COVID-19") *

     Files submitted:

15.   PERSONNEL - For each of the SJSU project personnel listed on the EH&S Checklist form, specify their SJSU affiliation (faculty, grad/undergrad student, researcher, staff) and provide justification for including them in this substantially-reduced activity. (200 words or less) *

16.   TRAVEL - Will your project involve travel for any of the project personnel? If no, enter "N/A". If yes, list (1) names, (2) travel start/end dates, (3) destination(s), and (4) mode(s) of transportation. NOTE: All RSCA travel requires VPRI approval (obtained through this process). (200 words or less) *

17. VOLUNTEERS / HUMAN SUBJECTS - If none, enter "N/A". Otherwise, for each of the in-person RSCA volunteers and/or human research subjects listed on the EH&S Checklist form, specify the nature of their participation (volunteer, research subjects). You must include the number of ALL such individuals participating in the project, here and on the EH&S Checklist form. You must also include the names of volunteers (not human research subjects). Refer to the SJSU RSCA Adapt Plan for restrictions (200 words or less) *

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18. SPACE - What spaces will you be using? Specify ALL on-campus spaces (buildings, floors, rooms) and/or off-campus locations that you will use during the entire duration of your RSCA project. (200 words or less) *

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19. SPACE - Upload a sketch (with dimensions) of your social distancing plan for all the spaces you plan to use - Required for ALL RSCA space access requests.

Files submitted:

20. SPACE - Do you require access to spaces that are not under your direct control such as shared instrumentation or activity rooms/labs? Have you coordinated with the manager of that space? What kind of access/scheduling will be put in place for spaces not in your control to ensure social distancing and proper sanitization? (200 words or less) *

By selecting "Submit" below, you confirm that, to the best of your knowledge and ability, the Project Plan reflects the requirements of SJSU's RSCA Adapt Plan and all applicable guidance, and that you will do your best to ensure that your project personnel will be well-informed of their roles and responsibilities and will adhere to this Project Plan.

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