**Queen’s University Research Facility Start-Up and Requests for On-Site Access**

Decisions by Queen’s University on research-related matters continue to be guided by the key principle of protecting the health and safety of our community and the communities in which we undertake research, by the advice of local public health officials, and by the legislation and guidance of both the Province of Ontario and the Government of Canada. In order to facilitate the orderly reopening of Queen’s University research facilities and on-site access under the rapidly evolving conditions associated with the COVID-19 pandemic, a procedure has been established for requests, which requires oversight by the Deans and Vice-Principal (Research).

Principal Investigators/faculty members wishing to undertake on-site research at a Queen’s facility are required to complete a [Request to Undertake Research On-Site Form](#). Review and approval of the request will involve the relevant Unit Head, followed by the Dean (or delegate), and finally the Vice-Principal (Research). This process is being implemented to ensure that the appropriate supports are available to engage in the research safely. Each request will be evaluated based on research priority timelines (see below) and the ability of the University and Hospital infrastructure to support the request. Given the evolving situation and the trajectory of the pandemic, researchers should anticipate that facilities, including University properties outside of Kingston, could again be shutdown at any time.

**Process:**

a) Principal Investigators/faculty members must prepare and sign the [Request to Undertake Research On-Site Form](#), then:
   - In Departmentalized Faculties submit to the Unit Head. If the Unit Head recommends the request, they will then forward the signed request to the Faculty Dean (or delegate).
   - In Non-Departmentalized Faculties, submit directly to the Dean.

b) Should the Dean recommend that the work continue, the request will then be forwarded by the Dean to the VP (Research) for review and approval. The VP (Research) will only consider recommendations received from Faculty Deans to research@queensu.ca; Principal Investigators should not make requests directly to the VP (Research).

Please note: Postdoctoral Fellows and graduate students must work with their Principal Investigator/faculty member/Supervisor if requesting access. The Principal Investigator/faculty member/Supervisor will be responsible for all activities of Postdoctoral Fellows, graduate students and research staff who report directly to them.

**Research Priority Timelines**

As stated above, opening of Queen’s research facilities and on-site access will be initiated through research priority timelines in order to ensure a systematic and well supported restart. The facilities will be opened in order from immediate priority to long term priority, in a manner which ensures the safety of researchers and the communities in which the research is undertaken.
Priority Timeline 1: Research requiring immediate on-site activity to minimize negative impacts which would occur by the end of the summer

- Research related to SARS-CoV–2/COVID–19 that cannot be undertaken remotely;
- Long running research/field research in which a serious loss of research material, data, or equipment could occur if the work was disrupted, is at a critical stage or close to an end-point;
- On-going studies that require regular care, conditioning or inspections (e.g., maintenance of cells, animals, breeding colonies, or tissues);
- Equipment which must be inspected regularly;
- Research specifically to address reviewer requirements to complete manuscripts in revision;
- Research required to meet a contract deadline which cannot be renegotiated;
- Research that, if paused, would negatively impact the ability of a graduate student to complete program requirements within the next three months and requires minimal on-site work/time to complete;
- Highly unique research circumstances.

Priority Timeline 2: Research requiring on-site activity to minimize negative impacts that would occur by the end of 2020

- Research that, if paused, would negatively impact the ability of a student to complete program requirements within the next six months;
- Research that is needed to address critical career and grant applications prior to Dec 30/2020.

Priority Timeline 3: Research where the impacts of being unable to conduct on-site activities start after the end of 2020

- New and early stage projects and experimental directions;
- Research that is being/can be undertaken remotely due to the nature of the research.
- Please review the criteria carefully when determining if your research is critical, time-sensitive and able to be performed in a manner that does not jeopardize the health and safety of the broader community or person performing the work.