**Research Risk Assessment in Support of Research Continuity**

Completed form to be sent to [research.office@uregina](mailto:research.office@uregina) for review, with the exception of applications from faculty in Engineering and Applied Sciences. Forms from Engineering should be sent to [lauren.bradshaw@uregina.ca](mailto:lauren.bradshaw@uregina.ca).

This form is intended for researchers who are leading ongoing or upcoming research/scholarly/creative (referred to below as “research” for simplicity) projects. It is intended to highlight risks related to the COVID‐19 pandemic and to provide a record of ongoing projects. This form is not needed for research where all activities can be conducted from home, such as data analysis on a home computer or through remote log-in or data collection through remote methods like zoom or internet surveys.

The University of Regina is phasing in on-campus and field research activities during the COVID- 19 pandemic, using protocols that promote social distancing and safe working conditions. Protective measures currently advised include hand‐washing reminders, increased cleaning and disinfecting protocols, social distancing (1‐2 meters), education of symptoms of COVID‐19, self‐screening, and self‐isolation if any signs of illness.

Please note that the Principal Investigator has an ongoing responsibility to regularly monitor the applicable federal and provincial COVID‐19 guidelines, and adjust, postpone or cancel their research projects as may be required. Amendments to approved proposals can be submitted through the Amendment Form.

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| Name of Principal Investigator (Supervisor): |  |
| Title of Project: |  |
| Application Date: |  |
| Faculty/Dept: |  |
| Email: |  |
| Phone: |  |
| Cell Phone: |  |
| Funder: |  |
| REB or PCAC File: |  |

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| 1. | Provide a description of the work to be done. |
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| 2. | If your research is part of a program being conducted by an external organization, please provide details that distinguish between the program work (which is under control of the other organization and might be happening anyway) and the research portion for which you are seeking approval. |
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| 3. | **For On-campus requests:** Given that the University is requesting that people not come to campus unless it is necessary, please provide a rationale for why you/your student(s) need access at this time. Please consider whether portions of the work can be done remotely. |
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| 4. | Provide the dates, times, and location(s) of research work (building and room number, or off‐site location). Will the work be ongoing and/or repeated over an extended period or will it be completed within a set timeframe? |
| |  |  | | --- | --- | | **Start Date** |  | | **End Date** |  |   **Location details** |

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| 5.. | Provide the names of the individuals involved (collaborators, students, post‐docs, and others who will attend the research location), and describe what each of their roles shall be. |
| |  |  | | --- | --- | | Name | Status (Undergrad, Masters, PhD, PDF, etc.) | |  |  | |  |  | |  |  | |  |  | |  |  |   a) How many people will be working together at any one moment in time? |

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| 6. | Briefly describe the measures in place to ensure health and safety of all involved in this research at this time. Indicate how you will comply with any federal and provincial guidelines applicable to the area(s) in which the work will be conducted. Ensure you address the following:  a) How will social distancing be achieved?  b) How will instruments, equipment, computers, etc., be cleaned?  c) If working alone, are the plans consistent with the *UofR Working Alone* guidelines? |
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| 7. | Briefly outline plans to ensure research continuity if the lead research or any collaborators become ill. (What happens to the research/experiment if the person leading the research gets ill and cannot assist? Who has the knowledge to shut down running equipment and experiments? How will ill persons contact each other? At what point will all research be halted?). |
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| 8. | Will the work generate any waste that will require special handling to dispose of? If yes, please explain. |
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| 9. | Are there any Occupational Health & Safety concerns? If yes, please explain in detail. |
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Health, Safety & Wellness (health.safety@uregina.ca) is to be notified, and additional risk assessments will be conducted, if research will include the use and handling of hazardous materials and equipment (e.g., risk group 2 biological materials, radiation, chemicals, autoclave, NMR, lasers, etc.).

NOTE: If this research requires travel, please fill out the Travel Authorization Form required for approval and travel insurance. Found on UR Source: <https://ursource.uregina.ca/fs/forms.html>

Please also see the University of Regina`s COVID‐19 FAQs for researchers:

<https://www.uregina.ca/term-updates/faculty-staff/research.html>

Government of Canada Guidelines:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Province of Saskatchewan Guidelines:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures>