**CONTINUITY OF RESEARCH –Template**

**PURPOSE:** In light of recent announcements regarding COVID-19 UNT is asking researchers to communicate a research continuity plan and needs to *prepare* in the event of limited or restricted access. *This information is especially relevant and needed for faculty research groups and departmental core facilities that function on campus (e.g. labs, reagent delivery) and have resources (e.g. equipment, live organisms) that require continual upkeep.* This template is intended to help UNT researchers communicate their research continuity needs to their academic unit and the research office. **Return this form to their academic unit (chair, Associate Dean of Research) and** [**pamela.padilla@unt.edu**](mailto:pamela.padilla@unt.edu) **by 5:00 p.m. Friday March 20, 2020.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department/Division** |  | | |
| **Research Space**  **(building, room #)** |  | | |
| **Faculty Member** | **Name** | **Phone Number** | **Alternate Phone Number** |
|  |  |  |
| **Email address** |  | | |

## Continuity of RESEARCH PLAN:

**What is the number of members within your research group: \_\_\_\_\_\_\_\_\_\_\_**

**Provide contact information for critical personnel within your research group:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Phone Number** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

List only the critical/essential personnel needed for continuity of research (e.g. maintain equipment, live organisms etc.)

**Describe any necessary/critical pieces of equipment or tasks needed to be maintained in the event of UNT reaches a limited or restricted campus (e.g. feeding of live organisms, maintenance of liquid nitrogen containers)**

|  |  |
| --- | --- |
| **Task or equipment** | **Description or Notes** |
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Describe any University services that access is required for continuity of your research (e.g. access to liquid nitrogen, shipping and receiving of reagents).

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| --- | --- |
| **UNT Resource** | **Description or Notes** |
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Provide any additional information you would like for the Division of Research and Innovation to consider:

|  |
| --- |
| **ADDITIONAL NOTES OR QUESTIONS:** |
|  |

Final notes:

**The services provided by the Division of Research and Innovation intend to remain functioning.**

**Refer to university resources such as Zoom access for research group web conferencing** [**https://clear.unt.edu/supported-technologies/zoom**](https://clear.unt.edu/supported-technologies/zoom)

**Refer to health resources so you can communicate to your research group about health and social distancing** [**https://healthalerts.unt.edu**](https://healthalerts.unt.edu)