

SJSU RSCA Project Plan | COVID-19

ALL RSCA Leaders seeking to carry out *substantially reduced* 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 ...

1. ALL RSCA projects that can be done remotely should continue to be done remotely. Visit the SJSU Health Advisories website at <https://www.sjsu.edu/healthadvisories/> for information.
2. 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.
3. Use one form per RSCA project/activity.
4. 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.
5. If you need to update your approved Project Plan, please fill out this form again and include your original project title. Any requests for new personnel need to be justified. If you are exchanging an approved person, give the new person's name and role, and indicate which approved person they are replacing.
6. 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.

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.

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.

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

* Required

1. Email address *

2. Is this a new or an updated request? *

Check all that apply.

New Request

Updated Request (use original project title below)

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

4. Laboratory/Research/Activity Group Name *

5. Research Leader Preferred Email *

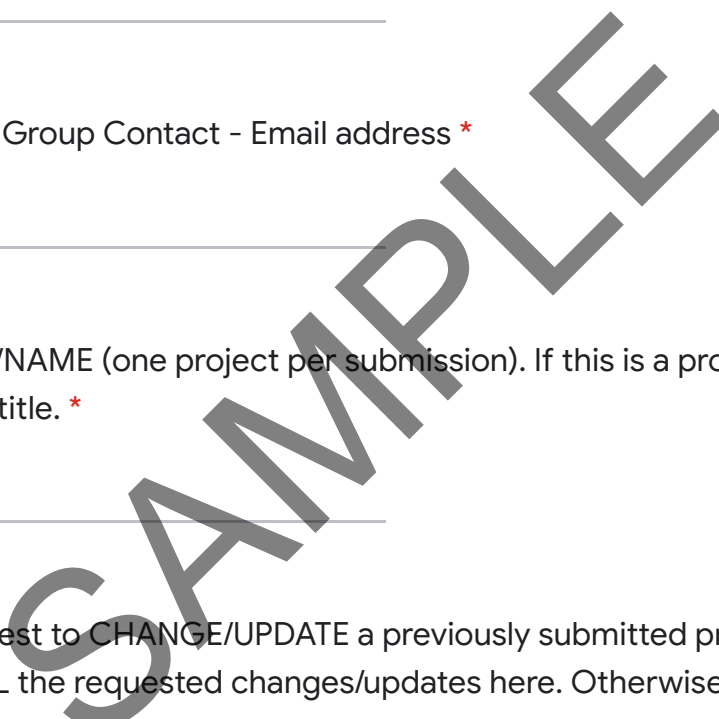
6. Unit/Department and College/Division *

7. Alternate Research Group contact - name and title *

8. Alternate RSCA Group Contact - Email address *

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

10. If this is a request to CHANGE/UPDATE a previously submitted project plan, summarize ALL the requested changes/updates here. Otherwise, if a new request, enter "N/A." *



- 11. PROJECT - List the major deadlines and/or milestones. Describe the critical and/or time-sensitive nature of the RSCA project, if any - please be specific. Refer to the SJSU RSCA Adapt Plan for the definition of "Critical" and "Time-Sensitive" RSCA projects - (200 words or less) *

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

Example: January 7, 2019

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

Example: January 7, 2019

- 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. 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 subject). You must include the number (and names, if available) of ALL such individuals participating in the project, here and on the EH&S Checklist form. Refer to the SJSU RSCA Adapt Plan for restrictions (200 words or less) *

- 17. SAFETY - What steps will you put in place to ensure social distancing (capacity, spacing, rotation schedule, etc.) to ensure safety of research personnel (provide a sketch with dimensions in the section below)? (200 words or less) *

- 18. SAFETY - Upload a sketch (with dimensions) of your social distancing plan - Required for ALL RSCA space access requests.

Files submitted:

SAMPLE

19. 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) *

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) *

21. SCHEDULE - What type of personnel access/rotation schedule and/or space access protocols will you implement to ensure social distancing at all times? - Refer to the SJSU RSCA Adapt Plan for current social distancing guidelines. (200 words or less) *

SAMPLE

22. TRAVEL - Will your project involve travel for any of the project personnel? If yes, list (1) names, (2) travel start/end dates, (3) destination(s), and (4) mode(s) of transportation. NOTE: Only essential travel is permitted. All essential travel requires presidential approval (obtained through this process) during the CSU travel ban through 05/31/2021. (200 words or less) *

23. RAMP-DOWN - How will you rapidly ramp down your project to Phase 1 if required? (200 words or less) *

24. OTHER - Please list any special concerns the Dean and VPRI should be aware of. (200 words or less)

SAMPLE

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 participants will be well-informed of their roles and responsibilities and will adhere to this Project Plan.

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