

Covid-19 Research Planning

Dear colleagues,

Please find a brief list of pre-award and post-award FAQs and suggestions to consider in your research planning.

Pre-award Operations

Will the GSAPP Grants office continue to operate if the university closes?

Yes, please communicate with Jayshree via email on any pending grant submissions as she will work from a remote location if needed.

[Grants Office](#)

Can we submit proposals remotely?

Yes, Office of Research and Sponsored Programs Grant Specialists (ORSP GS; Gregory Werhner) are able to submit grant applications from remote locations if the university closes and maintains remote operations. The Rutgers Research Administration and Proposal Submission System (RAPSS) is also accessible from non-Rutgers computers through the RAPSS portal and is functioning normally.

How can we interact with the pre-award office (ORSP) if we are working from home?

ORSP business will proceed normally. GSAPP grant specialist (Gregory Werhner) is available via Rutgers email Gregory.Werhner@rutgers.edu or office phone (848-932-4042). If you call Gregory's office number it will be forwarded to an alternative number provided by Gregory.

Are there any pre award functions that will close or be limited as a result of people working from home?

ORSP anticipates business to proceed with very limited interruption. The process that will be most affected is signature of a document when a "wet" signature on a hard copy document is required by the sponsor. Most sponsors send documents electronically and accept electronic signatures or scanned signatures on their legal

documents, which can be done remotely. Documents that are sent via mail or other overnight service for signature may also experience process delays as mail will only be retrieved occasionally.

Post-award Operations

If I anticipate significantly decreasing effort on my project, should I contact the sponsor?

If you anticipate a significant decrease in effort on your funded project(s) due to the university closing, please contact Gregory Werhner to discuss if it is needed to contact your sponsor for approval.

Do changes in classroom instruction at Rutgers – Camden, Newark, and New Brunswick campuses impact my research? Specifically:

- Beginning Thursday, March 12, through the end of spring break on Sunday, March 22, all classes are canceled.
- Beginning Monday, March 23, through at least Friday, April 3, all course instruction will be delivered remotely. All face-to-face instruction is suspended. This includes any class meetings.
- Individual instructors are expected to be in contact with their students regarding their plans for remote instruction prior to March 23.

Rutgers current Covid-19 procedures do not impact research project operations. As long as offices at Rutgers remain open, project staff can continue to work on or off campus to coordinate research projects.

Can my off campus projects (e.g., schools) continue to be implemented if the university closes?

Yes, grants can continue to be implemented in off campus project sites if the off campus sites remains open.

Suggestions in Research Planning

- Establish clear communication methods for all key project staff, graduate and undergraduate students involved in the research.
- Ensure telecommuting access for key project staff including students.
- Confirm One Drive, Box or equivalent access to all key data files and protocols for key project staff; avoid downloading participant/patient identifiable data sets to local drives (Rutgers or nonRutgers PCs); if needed make sure files are de-identified and secure.
- Confirm remote access to network data management and statistical programs for all key project staff.
- Off campus research sites - confirm implementation, data collection procedures as well as communications methods with all off campus research sites (e.g., agencies, schools, other entities).
- Off campus research sites - create alternative plans for study implementation and data collection with faculty, research and student assistants if off campus sites close.
- Changes in off or on campus research sites and/or mode of intervention/assessment delivery (e.g., in person versus telehealth sessions) – please contact IRB about the possibility of modifying your existing IRB approved written consent.