

Phase 2+ Intake Form

Please read all instructions before completing the form below.

Instructions for Phase 2+ of the 4-Phase Research Ramp-up Plan

This form is intended for ramp-up to Phase 2+ of the university's 4-Phase Research Ramp-up Plan. Using the COVID-19 Related Safety Guidelines for Research Ramp-up as a resource, please complete the requested information to the best of your ability with the goal of addressing Research Ramp-up Phase 2+.

In Phase 2+, all of the following research activities are permitted through the completion, review, and approval of this Phase 2+ Intake Form:

On-site research area occupancy increases to < 50% and in certain cases may increase to < 70% when necessary provided that the COVID-19 Related Safety Guidelines for Research Ramp-up are strictly followed including maintaining 6 ft. distancing between research team members, wearing face masks, and so on. We strongly encourage lead researchers to maintain research area occupancy at no more than 50% in Phase 2+ for the safety of our research community. Undergraduate involvement is permitted in on-site research activities. (Only Vanderbilt University undergraduates are permitted, not undergraduates from other universities.) Lead researchers are permitted to host visiting researchers on-site. "Visiting researchers" are narrowly defined as research collaborators who fulfill all of the following criteria: Do not have a formal affiliation with Vanderbilt University Do not have a VUnet ID Are not visiting campus as part of an interview for a faculty or postdoctoral position at Vanderbilt (any visitor interviewing for a faculty, postdoc, or staff position will be managed through the appropriate dean's office) Do engage in research activities that are subject to the VU research ramp-up review and approval process Research activities involving research participants (i.e., human subjects) is permitted on-site (i.e., in VU or VUMC owned, operated, and/or leased spaces). In this phase of research ramp-up as in all other phases, all gatherings, travel, and off-campus research activities must abide by VU guidelines.

If you have additional plans you can describe now that would apply to future phases of the ramp-up plan (Phases 3-4), please feel free to note them in your responses. You will be able to revise and expand any plans you describe in this form for future phases (Phases 3-4) of ramp-up.

For any questions that do not apply to you and your research, simply reply "N/A."

Please note that you may not see/answer all possible items on this form. This is deliberate. In order to keep this form as short as possible for each respondent, built-in branching logic ensures you are asked only the items that are relevant to your Phase 2+ research activities based on your answers to previous items. For this reason, you may notice that the items on this form do not proceed in normal numbered order. For example, you may answer items 1-9, but then skip to item 13. If this happens to you, do not be alarmed; unusual numbering is a normal side-effect of the built-in branching logic.

If additional information or documentation is required, you will be contacted separately. You will be notified of approval as soon as practicable, including the date on which you may resume on-campus research activities, as well as any special requirements or limitations.

OTHER RESEARCH ACTIVITIES NOT COVERED IN THIS INTAKE FORM:

Research activities that are permissible through completion, review, and approval of the Phase 2+ Exception Request for Off-Campus Research Form: The Phase 2+ Exception Request for Off-Campus Research Form covers local travel within the Metro Nashville area or its immediate environs or domestic travel within the continental U.S. for the purpose of performing research activities, including research activities involving research participants (human subjects). The Phase 2+ Exception Request for Off-Campus Research Form can be completed instead of or in addition to this intake form or not at all depending on which research activities you are seeking to perform in Phase 2+. Research activities that are conducted strictly through remote means with research team members (faculty, staff, postdoctoral fellows, graduate students, and/or undergraduate students) working separately within their individual homes and engaging only virtually do NOT require a Phase 2+ Intake Form or Phase 2+ Exception Request for Off-Campus Research Form. Research activities that were previously approved through a Phase 1 Intake Form, Phase 2 Intake Form, or Phase 1 or 2 Exception Request and have not changed do NOT require a a Phase 2+ Intake Form or Phase 2+ Exception Request for Off-Campus Research Form. If your plans have changed since they were approved in a previous phase, you must complete a Phase 2+ Intake Form and/or Phase 2+ Exception Request for Off-Campus Research Form and receive new approvals to proceed with implementing those changes. If you're not sure which form(s) to complete in order to proceed with your intended research activities, please contact ovpr@vanderbilt.edu for guidance.

1. Select the appropriate supervisory entity for review and approval of this Phase 2+ intake form.

In most cases, the appropriate supervisory entity is the school or college in which the lead researcher has their primary appointment (e.g., a faculty mentor/PI appointed in the College of Arts and Science would select College of Arts and Science).

If you're not sure which entity to select, see the Research Ramp-Up Review and Approval Process for further guidance. Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting this url

(<https://research.vanderbilt.edu/research-ramp-up-review-and-approval-process/>) into a separate tab or window.

- Blair School of Music
- College of Arts and Science
- Graduate School (select this option if you are a VUMC PI mentoring a VU grad student)
- Law School
- Owen School of Management
- Peabody College of Education and Human Development
- School of Engineering
- School of Medicine - Basic Sciences
- School of Nursing
- Trans-institutional research center or institute reporting to the Vice Provost for Research

2 Please select your research center or institute from the drop-down list.

If you are affiliated with a different center or institute not listed among these options, please select "Other not listed."

- Advanced Computing Center for Research and Education (ACCRE)
- Center for Integrative Cognition and Cognitive Neuroscience (CICN)
- Center for Research on Men's Health (CRMH)
- Curb Center for Art, Enterprise, and Public Policy at Vanderbilt (Curb)
- Vanderbilt Brain Institute (VBI)
- Vanderbilt Data Science Institute (VDSI)
- Vanderbilt Institute for Energy and the Environment (VIEE)
- Vanderbilt Institute for Nanoscale Science and Engineering (VINSE)
- Vanderbilt Institute for Surgery and Engineering (VISE)
- The Wond'ry
- Other not listed

3 Department name

4 Lead researcher (mentor/PI) given (first) name

In the case of a research center or institute, this would be the director's given name.

5 Lead researcher (mentor/PI) family (last) name

In the case of a research center or institute, this would be the director's family name.

6 Lead researcher (PI/mentor) Vanderbilt email address

For example:

john.doe@vanderbilt.edu

7 Is the lead researcher employed by VUMC? This may be in addition to employment with VU or instead of being employed by VU.

- YES, the lead researcher is employed by VUMC.
- NO, the lead researcher is NOT employed by VUMC.

8 Project name and general description of research activities during Phase 2+ ramp up.

9 Have you previously submitted any of the following forms as part of VU's phased research ramp-up? Select all that apply.

Please answer this item based on forms you have submitted, whether or not they were approved.

- I submitted a Phase 1 Intake Form.
- I submitted a Phase 2 Intake Form.
- I submitted a separate exception request in Phase 2.
- I have NOT submitted any of the forms or requests listed above.

Definitions and Examples of Research Activities Covered in this Phase 2+ Intake Form

The phased research ramp-up process focuses on risks associated with COVID-19 that pertain to research activities and the safety protocols necessary to mitigate those risks. With that in mind, research activities are defined somewhat differently on intake forms like this one compared to how they may be defined in other contexts such as the Institutional Review Board (IRB), Environmental Health and Safety (EHS), etc.

Below are the definitions of "on-campus vs. off-campus" and "research participants (human subjects) vs. NO research participants (human subjects)" as those terms are used in this form and the separate Phase 2+ Exception for Off-Campus Research Form.

ON-CAMPUS research activities:

Research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc. OFF-CAMPUS research activities:

Research activities that occur in spaces that fulfill both of the following criteria: NOT owned, operated, and/or leased by VU or VUMC NOT individual VU community members' own homes in use as remote workspaces Examples within Metro Nashville and its immediate environs include Metro Nashville K-12 schools, Andrew Jackson State Office Building, the Adventure Science Center, non-VU community members' own homes Examples in the continental U.S. outside of Metro Nashville include Oak Ridge National Laboratory in east Tennessee, the Ohio State University in Ohio, the National Archives Research Center in Washington, D.C., McDonald Observatory in Texas Research activities that DO NOT involve research participants (human subjects):

VU faculty, staff, and student researchers engaging in in-person research activities with research participants in VU or VUMC spaces For example, treatment of clinical patients or observational research in healthcare service settings (e.g., operating rooms) VU faculty, staff, and student researchers engaging in remote research activities with research participants in VU or VUMC spaces, or from their own homes For example, telehealth or online polling VU faculty, staff, and student researchers conducting in-person self-assessment in VU or VUMC spaces, or from their own homes For example, a VU researcher testing an assistive mechanical device on themselves Research activities that DO involve research participants:

ON-CAMPUS: VU faculty, staff, and student researchers engaging in in-person research activities with research participants in VU or VUMC spaces For example, a research participant or group of participants comes to campus to meet with a VU researcher to complete an interaction protocol For example, VU community members who are not research personnel on a specific project take part in the project as participants (e.g., an undergraduate is a participant in a study but is NOT one of the research personnel conducting the study) OFF-CAMPUS: VU faculty, staff, and student researchers engaging in in-person research activities with research participants in the field (i.e., in non-VU, non-VUMC spaces) For example, a VU researcher goes to a research participant's home within the Metro Nashville area to complete an intervention protocol For example, a VU researcher goes to a homeless shelter in Los Angeles, California, to interview participants in a new program designed to support homeless veterans In Phase 2+, OFF-CAMPUS (i.e., in non-VU, non-VUMC spaces) research activities with or without research participants are being managed through a separate exceptions process not covered in this intake form. If you seek to perform such research activities, complete the separate Phase 2+ Exception Request for Off-Campus Research Form.

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- 10 Considering the definitions and examples provided above, select the item or items that best describe your research activities in Phase 2+.
- Research activities ON-CAMPUS that DO NOT involve research participants (human subjects).
 - Research activities ON-CAMPUS that DO involve research participants (human subjects).
 - Research activities OFF-CAMPUS that DO NOT involve research participants (human subjects). NOT COVERED IN THIS FORM
 - Research activities OFF-CAMPUS that DO involve research participants (human subjects). NOT COVERED IN THIS FORM

You noted that you seek to perform OFF-CAMPUS research activities in Phase 2+. As a reminder, this Phase 2+ Intake form does NOT cover off-campus research activities.

If you are ONLY seeking to perform research activities OFF-CAMPUS in Phase 2+, please DO NOT CONTINUE with this form. Please close this form and complete the separate Phase 2+ Exception Request for Off-Campus Research Form instead.

If you are performing both OFF-CAMPUS research activities and ON-CAMPUS research activities in Phase 2+, please continue completing this form for your ON-CAMPUS research activities ONLY. Remember, you will have to submit a separate Phase 2+ Exception Request for Off-Campus Research Form for your off-campus research activities.

RESEARCH PARTICIPANTS (HUMAN SUBJECTS) SECTION

If your research does not involve research participants (human subjects) this section will be blank.

If your research involves research participants (human subjects) on-campus AND off-campus, the following questions pertain only to ON-CAMPUS research activities. Any off-campus research activities involving research participants (human subjects) must be addressed in the separate Phase 2+ Exception Request for Off-campus Research Form.

- 11 Does the IRB need to be modified to address significant changes in the research protocol due to COVID-19 accommodations?
- YES, the IRB requires modification related to COVID-19 accommodations.
- NO, the IRB does NOT require modification related for COVID-19 accommodations.

Refer to the IRB website for important updates and instructions regarding the need for IRB amendments (<https://www.vumc.org/irb/covid-19-updates-research>). Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting the url into a separate tab or window.

- 12 Considering only ON-CAMPUS research activities, will visitors be accompanying research participants (e.g., parent or guardian of a research participant, aide, etc.)?
- YES, research participants on-campus will be accompanied by visitor(s).
- NO, research participants on-campus will NOT be accompanied by visitor(s).

As a reminder, for the purposes of this form, "on-campus research activities" are defined as research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC.

Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc.

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- 13 Considering only ON-CAMPUS research activities, during what general timeframes do you anticipate research participants to be on campus engaging in research activities for your project during Phase 2+? Check all that apply.

As a reminder, for the purposes of this form, "on-campus research activities" are defined as research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC.

Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc.

- Weekdays (Mon.-Fri.) during business hours (8AM-5PM)
- Weekdays (Mon.-Fri.) outside business hours (before 8AM, after 5PM)
- Weekends (Sat.-Sun.) during business hours (8AM-5PM)
- Weekends (Sat.-Sun.) outside business hours (before 8AM, after 5PM)

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- 14 Considering only ON-CAMPUS research activities, in Phase 2+, how many total research participants do you estimate for this project per week? _____

As a reminder, for the purposes of this form, "on-campus research activities" are defined as research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC.

Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc.

RESEARCH PERSONNEL SECTION

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- 15 List all research personnel (faculty, staff, postdoctoral fellows, graduate students, and undergraduate students) who will be working in ON-CAMPUS research space during Phase 2+.

Please include all of the following information for each person listed:

Full name (Last, First) Role (Faculty Member, Staff Member, Graduate Student, etc.) Location (building, room) Please use the format of the following example in your answer, with one person per line:

Doe, John (Graduate Student) Vanderbilt Hall, Rooms 200 and 201 Smith, Alice (Faculty Member) Barnard Hall, Room 130 We acknowledge that the names of rotation students, new postdocs, or new staff may not be known at this time. It is acceptable to use the term "TBD" instead of providing a name in such instances, with the understanding that when that person's name is known this form should be updated to keep records as accurate as possible.

As a reminder, for the purposes of this form, "on-campus research activities" are defined as research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC.

Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc.

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- 16 How many total research personnel will be engaged in research activities ON-CAMPUS for this project in Phase 2+?

As a reminder, for the purposes of this form, "on-campus research activities" are defined as research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC.

Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc.

- 17 Of all the Phase 2+ research personnel listed above, which personnel will be interacting/engaging in research activities with research participants?

Please include all of the following information for each person listed:

Full name (Last, First) Role (Faculty Member, Staff Member, Graduate Student, etc.) Location (building, room) Please use the format of the following example in your answer, with one person per line:

Doe, John (Graduate Student) Shangri-La Elementary School, 4000 Imaginary Lane, Nashville, TN 37214
Smith, Alice (Faculty Member) Barnard Hall, Room 130

- 18 Are any of your research personnel listed above postdoctoral fellows, graduate students, or undergraduate students? Check all that apply.

- Some of my research personnel are postdoctoral fellows and/or graduate students.
 Some of my research personnel are undergraduate students.
 NONE of my research personnel are postdoctoral fellows, graduate students, or undergraduate students.

- 19 Of all the Phase 2+ research personnel listed above, which personnel are POST-DOCTORAL FELLOWS and GRADUATE STUDENTS?

Please include all of the following information for each person listed:

Full name (Last, First) Role (Post-doctoral Fellow OR Graduate Student) Location (building, room) Please use the format of the following example in your answer, with one person per line:

Doe, John (Graduate Student) Shangri-La Elementary School, 4000 Imaginary Lane, Nashville, TN 37214 We acknowledge that the names of rotation students or new postdocs may not be known at this time. It is acceptable to use the term "TBD" instead of providing a name in such instances, with the understanding that when that person's name is known this form should be updated to keep records as accurate as possible.

If your Phase 2 research personnel includes no post-doctoral fellows or graduate students, please mark this item "N/A".

- 20 Will POST-DOCTORAL FELLOWS OR GRADUATE STUDENTS perform research activities in VUMC space (e.g., Medical Center North, Light Hall, the Vanderbilt University Institute of Imaging Science, Children's Hospital, etc.)?

- YES, post-docs or graduate students will perform research activities in VUMC space.
 NO, post-docs or graduate students will NOT perform research activities in VUMC space.

- 21 Of all the Phase 2+ research personnel listed above, which personnel are UNDERGRADUATE STUDENTS?

Please include all of the following information for each person listed:

Full name (Last, First) Role (Undergraduate Student)
Location (building, room) Please use the format of the following example in your answer, with one person per line:

Doe, John (Undergraduate Student) Vanderbilt Hall, Rooms 200 and 201 If your Phase 2+ research personnel includes no undergraduate students, please mark this item "N/A".

- 22 Describe the undergraduate student(s) listed above and their role in your research activities. Address all of the following considerations in your answer:

Anticipated duties and responsibilities
Participation in VU's undergraduate Immersion program
Level of experience in research activities (e.g., is this undergraduate student participating in research activities/joining your research team for the first time?)
Level of training and/or supervision that will be needed for the undergraduate research personnel to perform research activities safely Please note that undergraduate students are NOT permitted to access or perform research activities involving electronic medical records (EMR) or electronic health records (EHR) in Phase 2+.

- 24 Will UNDERGRADUATE STUDENTS perform research activities in VUMC space (e.g., Medical Center North, Light Hall, the Vanderbilt University Institute of Imaging Science, Children's Hospital, etc.)?
- YES, undergraduate students will perform research activities in VUMC space.
- NO, undergraduate students will NOT perform research activities in VUMC space.

RESEARCH SPACE SECTION

- 25 Please list all ON-CAMPUS research spaces.

Include building name and room number of all research spaces as in the following example:

Vanderbilt Hall, Rooms 200 and 201 Barnard Hall, Room 130A Examples of applicable research spaces include but are not limited to lab space, research-related storage space, and office space used by researchers.

As a reminder, for the purposes of this form, "on-campus research activities" are defined as research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC.

Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc.

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- 26 Please list all ON-CAMPUS locations/research spaces that will be used for research activities with research participants.
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Include building name and room number of all lab/research spaces as in the following example:

Vanderbilt Hall, Rooms 200 and 201 Barnard Hall, Room 130A As a reminder, for the purposes of this form, "on-campus research activities" are defined as research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC.

Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc.

- 27 Description of ON-CAMPUS research spaces.

Please include an analysis of the maximum intended occupancy and the closest proximity (in feet) of research personnel in a maximally occupied situation.

In other words, describe your research space as it would normally be used and occupied if COVID-19 safety regulations regarding social distancing and limited occupancy were not in effect.

As a reminder, for the purposes of this form, "on-campus research activities" are defined as research activities that occur in spaces that are owned, operated, and/or leased by VU or VUMC.

Examples include Stevenson Center, One Magnolia Circle, Village at Vanderbilt, Medical Center North, Vanderbilt Center for Neuroscience Drug Discovery, research labs housed within MetroCenter, etc.

- 28 If desired, you may upload a map or diagram of your intended Phase 2+ research space(s) here. (optional)
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- 29 Will you use either of the following types of on-campus spaces for your research activities in Phase 2+? Check all that apply.

- Jean and Alexander Heard Libraries (i.e., Vanderbilt University Libraries)
 Vanderbilt University Medical Center (VUMC) spaces
 Other not listed (e.g., shared research core in VU space)
 None of the above
-

- 29 List other VU or VUMC location(s) needing to be accessed for Phase 2+ research activities outside of any research spaces you listed earlier (e.g., research cores).
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PHASE 2+ PROTOCOLS SECTION

- 30 For the safety of our research community, we strongly recommend no more than 50% occupancy in research spaces in Phase 2+.

However, in rare cases no more than 70% occupancy in research spaces can be permitted in Phase 2+ if methods to limit occupancy such as staggered schedules are not possible AND university-wide COVID-19 safety policies and protocols and research-specific COVID-19 safety guidelines including 6 ft. distancing, wearing of masks, etc., are upheld.

Which level of occupancy do you seek in Phase 2+?

- No more than 50% occupancy in research spaces in Phase 2+.
- No more than 70% occupancy in research spaces in Phase 2+.

- 31 Describe plan for ensuring that all research spaces listed above are each never more than 50% occupied in Phase 2+, and also for ensuring that research personnel and/or research participants (if applicable) maintain 6 ft of space between them under working conditions.

Please be specific about how you will coordinate the activities of the members of your research group and/or research participants (if applicable), who is working which shifts and how the investigators are distributed in the lab space (provide diagram as needed; see COVID-19 Related Safety Guidelines for Research Ramp-up for examples). Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting this url (<https://research.vanderbilt.edu/vu-covid-19-related-safety-guidelines-for-research-ramp-up/>) into a separate tab or window.

If the number of members in your research group and/or number of research participants is 50% or fewer than the normal occupancy of your space then "shifts" may not be needed, but you still need to explain how you will distribute people in your space so that appropriate social distancing is maintained.

- 32 Explain why it is necessary to increase to no more than 70% occupancy in research spaces during Phase 2+.

Your answer should describe why alternatives to increasing to no more than 70% occupancy in research spaces are not possible in your case. For example, explain why staggered schedules that maintain occupancy at no more than 50% are not possible.

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- 33 Describe plan for ensuring that all research spaces listed above are each never more than 70% occupied in Phase 2+, and also for ensuring that research personnel and/or research participants (if applicable) maintain 6 ft of space between them under working conditions.

Please be specific about how you will coordinate the activities of the members of your research group and/or research participants (if applicable), who is working which shifts and how the investigators are distributed in the lab space (provide diagram as needed; see COVID-19 Related Safety Guidelines for Research Ramp-up for examples). Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting this url (<https://research.vanderbilt.edu/vu-covid-19-related-safety-guidelines-for-research-ramp-up/>) into a separate tab or window.

If the number of members in your research group and/or number of research participants is 70% or fewer than the normal occupancy of your space then "shifts" may not be needed, but you still need to explain how you will distribute people in your space so that appropriate social distancing is maintained.

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- 34 Referring to the COVID-19 Related Safety Guidelines for Research Ramp-Up and COVID-19 Related Safety Precautions for Research Participants, describe any additional plans specifically made for the protection of research personnel and research participants. Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting this url (<https://research.vanderbilt.edu/resources-for-4-phase-research-ramp-up/vu-covid-19-related-safety-precautions-for-research-participants/>) into a separate tab or window.

Questions to address in your response:

Who will be responsible for sanitizing before, during, and/or after research participant interaction? How will research participants be greeted on campus and/or in the research space and what health precautions will be required as they enter the research space? If your research activities involve transport of research participants from one location to another on-campus (e.g., movement from one building to another), what are your plans for accomplishing this transport in a safe and socially distanced manner? How will research personnel and research participants confirm that they are not actively ill with COVID-19 and have not experienced any symptoms of COVID-19 over the past 14 days in advance of participation in research activities? How will this information be collected and stored? Who will be responsible for this step? How will research participants be consented to ensure safety? For example, consent forms can be converted to e-consent to reduce the need for paper and pens, limiting touch to a single cleaned keyboard or to the participant's personal smart phone. If visitors will accompany research participants, what procedures will be implemented to ensure safety and social distancing?

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- 35 If desired, you may upload a MAP OR DIAGRAM of your intended Phase 2+ research space(s) here with annotations depicting social distancing and other safety measures. (optional)

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- 36 If desired, you may upload a SCHEDULE here showing when and where research personnel will perform research activities in Phase 2+. (optional)

- 37 Describe any research activities in your lab or research space that would require 2 or more research personnel and/or research participants (if applicable) to be in closer proximity than 6 ft and your plans for managing those interactions.

For example, if research activities require close contact, like the measurement of blood pressure, ultrasound, etc., detail if additional personal protective equipment (PPE) will be used, protocol for disinfecting equipment and other important considerations.

If this issue is not applicable in your case, please answer "N/A".

- 38 If needed because of a COVID-19 infection in a research space, in response to University orders (perhaps triggered by local/state/national developments), or for some other reason, it is possible that your research activities need to be ramped down in a short time period.

Briefly describe your plans for a ramp-down and identify any research activities or specific considerations that would require more than one day to be shut down. You are welcome to use Research Continuity Planning as a guide.

Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting this url (<https://s3.amazonaws.com/vuweb-s3-vuwebstaticassets-1i6c9zhn31ti6/wp-content/uploads/sites/275/2020/03/17211733/VUResearchLabsContingency-Planning031420.pdf>) into a separate tab or window.

- 39 Please refer to the COVID-19 Related Safety Guidelines for Research Ramp-up. Do you agree to implement these precautions?

- YES, I agree to implement these precautions.
 NO, I do NOT agree to implement these precautions.

- 40 The COVID-19 Related Safety Guidelines for Research Ramp-up provides guidance on how to procure personal protective equipment (PPE) such as masks, gloves, and disinfectant.

- YES, my research team has at least 2 weeks' worth of PPE available.
 NO, my research team does NOT have at least 2 weeks' worth of PPE available.

Having followed this guidance, does your research team now have at least 2 weeks' worth of PPE available?

Remember to account for research participants (if applicable) in your PPE preparations.

Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting this url (<https://research.vanderbilt.edu/vu-covid-19-related-safety-guidelines-for-research-ramp-up/>) into a separate tab or window.

- 41 List any additional COVID-19 safety precautions you intend to implement that have not been addressed elsewhere in this form. (optional)

Please note that many precautions are outlined in the university-wide Return to Campus Plan. For ease of operations, please do not plan to implement precautions that conflict with or are in excess of existing university-wide precautions.

Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting this url (<https://www.vanderbilt.edu/coronavirus/campus-return/>) into a separate tab or window.

VISITING RESEARCHERS SECTION

- 42 Will you host visiting researchers in Phase 2+?

As a reminder, "visiting researchers" are narrowly defined as research collaborators who fulfill all of the following criteria:

Do not have a formal affiliation with Vanderbilt University
Do not have a VUnet ID
Are not visiting campus as part of an interview for a faculty or postdoctoral position at Vanderbilt
Do engage in research activities that are subject to the VU research ramp-up review and approval process

- YES, I will host visiting researchers in Phase 2+.
 NO, I will NOT host visiting researchers in Phase 2+.

- 43 List all visiting researchers.

Please designate each person's role (e.g., faculty, staff, postdoctoral fellow, graduate student, undergraduate student), affiliation (e.g., university, college, company, organization), and specify where they will be working (i.e., which location(s) listed in the previous question about research spaces).

Please use the format of the following example in your answer, with one person per line:

Jones, Indiana (Faculty Member), Marshall College,
Vanderbilt Hall, Room 100 Burdell, George (Graduate Student), Georgia Tech, Barnard Hall, Room 200

- 44 Please include contact information (email and cell phone) for all visiting researchers.

Please include information for each visiting research on a separate line as in the example below:

Jones, Indiana; indiana.jones@marshall.edu;
555-123-4567 Burdell, George; g.burdell@gtech.edu;
555-098-7654

45 How many total visiting researchers are you requesting? _____

(i.e., total number of visiting researchers listed above)

46 List all on-campus locations where the visiting researchers will be present. Include building name and room numbers. _____

47 In what general timeframe (e.g., weekdays, weekends, business hours) do you expect to host your research collaborator(s) on-campus? _____

For example:

Indiana Jones will visit campus once on Thursday, September 3, 2020 during business hours. George Burdell will visit campus every weekday. Abraham Van Helsing will visit campus for 7 days from Monday, September 7, 2020 through Saturday, September 13, 2020.

48 Why does the research collaborator(s) need to visit campus instead of collaborating remotely? _____

49 Describe the research activity/activities in which the visiting research collaborator(s) will take part on-campus. _____

Address the following points in your answer:

What precautions will you take to ensure the safety of yourself, the visiting research collaborator, and other research staff on-campus (prior to entering and once in the location)? If your research activity requires 2 or more people to be in closer proximity than six (6) feet, describe your plans for managing these interactions safely. Describe any additional COVID-19 safety precautions that you intend to implement on-campus while hosting visiting researchers (e.g., entry/exit procedures, PPE disposal, use of disposable computer keyboard covers, etc.). If you are not implementing any additional safety precautions beyond those you've already described elsewhere in this form, please make note of this in your answer (i.e., it is not necessary to repeat previously described precautions).

MISCELLANEOUS DETAILS SECTION

- 50 Do your Phase 2+ plans DIFFER from your most recently approved plans in any of the following areas? Select all areas that HAVE CHANGED since your most recent approval (either in Phase 2 or Phase 1).
- For example:
- If your most recently approved plans involved non-human vertebrate animals and your Phase 2+ plans also involve vertebrate animals, you would NOT select "Non-human vertebrate animals". If your most recently approved did NOT involve non-human vertebrate animals and your Phase 2+ plans also do NOT involve vertebrate animals, you would NOT select "Non-human vertebrate animals". If your most recently approved did NOT involve non-human vertebrate animals but your Phase 2+ plans do involve vertebrate animals, you would select "Non-human vertebrate animals". If your Phase 2+ plans do NOT differ from your most recently approved plans in any of these areas, please select "None of the above (i.e., Phase 2+ plans remain the same as most recently approved plans in all of the above areas)".
- 51 List any additional resources needed for research space ramp-up in Phase 2 (e.g., Environmental Health and Safety or Facilities services, supplies, etc.). (optional)
- 52 Does/will your research activities in Phase 2+ involve non-human vertebrate animals?
- 53 Does/will your research activities in Phase 2+ necessitate transport of non-human animal experimental subjects between facilities/buildings?
- 54 You answered "YES", your research activities involve non-human vertebrate animals and/or "YES", your research activities involve the transport of non-human vertebrate animals between facilities/buildings.
- Please describe your plans for research activities involving non-human vertebrate animals. If applicable, address the issue of safe transport of non-human vertebrate animals between facilities/buildings.
- If you have already addressed these plans elsewhere in this form, feel free to refer to a previous numbered item in your response (i.e., it is not necessary to re-enter previously provided information).
- Use of additional resources (e.g., Environmental Health and Safety, core facilities)
- Use of non-human vertebrate animals
- Transporting non-human animal experimental subjects between facilities/buildings
- COVID-19/SARS-CoV-2 virus, infected cells/tissue, or infected patients
- VU-VUMC COVID-19 collaboration that involves live virus, infected cells or tissues, or patients
- None of the above (i.e., Phase 2+ plans remain the same as most recently approved plans in all of the above areas)
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- 55 Does/will your research activities in Phase 2+ involve COVID-19/SARS-CoV-2 virus, infected cells/tissue, or infected patients?
- YES, my research involves COVID-19/SARS-CoV-2 virus, infected cells/tissue, or infected patients.
- NO, my research does NOT involve COVID-19/SARS-CoV-2 virus, infected cells/tissue, or infected patients.
-
- 56 You answered "YES", your Phase 2+ research involves COVID-19, SARS-CoV-2 virus, infected cells/tissue, or infected patients. Please describe your plan for fulfilling the enhanced containment practices that are applicable to your research.
-
- See the Office of Clinical and Research Safety (OCRS) (formerly known as Vanderbilt Environmental Health and Safety or VEHS) website for specific guidance on enhanced containment practices regarding research involving COVID-19/SARS-CoV-2 virus, infected cells/tissue, or infected patients.
- Please note that clicking this link will route you away from this page; we recommend opening the link in a separate tab or window either by right-clicking the link or copying and pasting this url (<https://www.vumc.org/safety/bio/emerging-infectious-agents>) into a separate tab or window.
-
- 57 Is your research a VU-VUMC COVID-19 collaboration that involves live virus, infected cells or tissues, or patients?
- YES, my research is a VU-VUMC COVID-19 collaboration that involves live virus, infected cells or tissues, or patients.
- NO, my research is NOT a VU-VUMC COVID-19 collaboration that involves live virus, infected cells or tissues, or patients.
-
- 58 Are you developing a prototype?
- YES, a prototype is being developed.
- NO, a prototype is NOT being developed.
-
- 59 Is this to undertake iterative processes, to improve an existing prototype through testing?
- YES, this is to undertake an iterative process.
- NO, this is NOT to undertake an iterative process.
-
- 60 How will you build/manufacture the device/product/test kit, etc.?
-
- 61 Will built/manufactured products be donated or sold to VUMC?
- YES, built or manufactured products will be donated or sold to VUMC.
- NO, built or manufactured products will NOT be donated or sold to VUMC.
-
- 62 Is there a potential for new intellectual property (IP) to be developed?
- YES, there is potential for new IP to be developed.
- NO, there is NOT potential for new IP to be developed.

-
- 63 List VUMC location(s) needing to be accessed for the project.

Include building name and room number of all VUMC locations as in the following example:

Medical Center North, Rooms 500 and 501 Medical Research Building IV, Room 350A

- 64 List VUMC personnel involved in the project and what they will be doing.

Please include all of the following information for each VUMC personnel listed:

Full name Role (Faculty Member, Staff Member, Graduate Student, etc.) Location (building, room) Activities Please use the format of the following example in your answer:

Mary Jones (Staff Member), Medical Center North, Room 500, building prototypes

- 65 FOR REVISIONS OF PHASE 2+ PLANS ONLY:

If you are currently revising previously submitted and/or approved Phase 2+ plans (i.e., this is not the first time you have completed and submitted this RedCAP form), please list all items that have changed from your previous submission and provide a brief summary of the changes.

For example:

Item #15 - 2 new research personnel have been added
Item #16 - Total research personnel increased by 2
Item #30 - Space occupancy plan adjusted Item #36 - New schedule uploaded If this is the first time you are submitting this form (i.e., this is not a revision of a previously submitted Phase 2+ Intake Form), please mark this item "N/A".

You have reached the end of the Phase 2+ Intake Form.

To submit this completed form for review by your dean's office, click **SUBMIT** below. To save this form and return to it later, click **SAVE & RETURN LATER**. This will NOT send your form to your dean's office for review. By clicking either option:

You will have the opportunity to save a personalized return code and send a personalized survey link to your email address to enable you to return to this form to revise your responses and/or (re)submit your form to your dean's office. You will have the opportunity to download a PDF of your responses to this form.