



COVID-19 ESSENTIAL PROJECT REQUEST Research, Scholarship and Creative Activities

This application, in combination with the **On-Campus Research, Scholarship & Creative Activities Readiness Evaluation** supports the phased approach to the implementation of Research, Scholarship, and Creative Activities at Sonoma State University during the COVID-19 pandemic. **Read the instructions** below and provide enough detail so that it is clear that the essential project meets the requirements in accordance with **Sonoma State University Return to Campus Guidelines and Expectations**.

Instructions for Completion of this form:

This form should only be submitted by Principal Investigators (PI) and Project Leads (PL)

- 1) Complete this form. Be sure to include clear information of the essential nature of the project in accordance with the CSU Research, Scholarship, and Creative Activities Considerations (listed on the SSU [COVID-19 Working On Campus](#) website).
- 2) Complete an **On-Campus Research, Scholarship & Creative Activities Readiness Evaluation** form for **each room** to be used for research or creative activities.
- 3) Indicate agreement and compliance with all requirements for phased project activities by checking all boxes and digitally signing this document.
- 4) Submit this form (and a **On-Campus Research, Scholarship & Creative Activities Readiness Evaluations**) form for each room to be used to your Department Chair for routing and review.

PI/PL Name

Email

PI/PL Position

Department

Project Title

Names, positions & contacts of Essential Personnel for Project:

Name	Position (volunteer, student, etc)	Email

Describe the reason this project is essential for phased implementation.

Detailed description of activities for the project:

Describe how you plan to mitigate the risks of COVID-19 transmission (see Essential Project Planning Guidelines and Sonoma State University Return to Campus Guidelines and Expectations). Attach additional document if needed.

List the fund source(s) used to support this project:

List the expected date range for activities on this project:

Project Locations: identify all on-campus (building and room number) rooms that will be used by the project and be sure to submit an On-campus Project Planning Readiness Evaluation for each of these spaces:

If activities are associated with a course, list the course name and number:

Please indicate that you agree to the items below by checking the boxes and completing your signature.

- I will implement applicable training, safety, and monitoring procedures and understand that violations of appropriate practices described in the guidelines will result in consequences for offenses that may include revocation of access to project activities. I also understand that copies of personnel and room logs from PIs and PLs will be collected by the university periodically to monitor for compliance with expected scheduling and room use practices.
- All participants in COVID-19 phased research will be doing so voluntarily and are not required to participate in in-person activities
- I have completed and included a completed **On-Campus Research, Scholarship & Creative Activities Readiness Evaluation for each campus room** used for this project.
- I understand that I must report any instances of a project member shows symptoms or testing positive for COVID-19 to the Department Chair and must participate in related contact tracing.
- A plan for sudden return to Phase 1 (remote activities only) are in place if circumstances deteriorate.
- Additional project-specific approvals are in place (e.g. partner agency, permitting, preserve access, radiation safety, IRB, IACUC, etc)

Principal Investigator:

Signature:

Date

Review and Approval

Project Title

Department Chair/or Unit Director:

Signature:	Date:	Approved
		Denied

School Dean:

Signature:	Date:	Approved
		Denied

Academic Programs:

Signature:	Date:	Approved
		Denied

Environmental Health & Safety:

Signature:	Date:	Approved
		Denied

Business Operations:

Signature:	Date:	Approved
		Denied

If there are any questions about the completion of this form or the process for implementation of phased research, scholarship, or creative activities under COVID-19 please contact the Office of Academic Programs. (academic@sonoma.edu).

For University Use Only

Approved

Denied: Reasons for denial of essential project application