**Contingency Planning Template for Research Teams**

The Office of Research & Innovation (ORI) encourages researchers to develop individual contingency plans for possible disruptive scenarios that may affect your research activities. Three potential overarching scenarios are:

1. potential reduction in a research team's workforce due to sickness or the inability to perform planned research activities;
2. potential restricted access to building/facilities where research is conducted; and
3. potential restricted access to human subjects at external field sites or community settings.

**Purpose of this template:** This template is intended to aid you and your research team plan for potential disruptions. While not mandatory, we believe that completing this template will help to minimize potential disruptions and to provide a record for the IRB and funding agencies in the event that your research is disrupted.

**Who should complete this template?** It is expected that research teams that utilize specialized equipment, chemicals, human subjects, animal models and externally sponsored studies complete a template.

**Who should receive copies of this template?** One template per research team is appropriate and should be shared with the research team, a department head, your Associate Dean for Research, and the Office of Research & Information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Research Team Contact Information**

*Essential Research Personnel Contact Information: Should a building be closed to the public, these people should be given access to the building.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone Number(s)** | **Drexel ID #****or Institution name if external** | **Email address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* **Identify research related resources, documents or support information that may need to be remotely accessed**
	+ Anticipate that the libraries may be closed therefore identify electronic library resources and that are needed and test remote access.
		1. [Library resources found here](https://www.library.drexel.edu/)
	+ Prepare for literature review, data access and analysis, proposal and manuscript preparation, etc. from remote locations, if necessary.
	+ Identify other relevant resources/documents that may be needed .
	+ Ensure that team members who need access to these resources have access.
	+ Please note that access to, storage and treatment of sensitive information (<https://drexel.edu/it/about/policies/data>), including data governed by HIPAA regulations, (<https://drexel.edu/it/about/policies/policies/06-Clinical-Data-Storage/>), must comply with university and other policies for security of research data.
* **Where does your research occur?**

It is possible that situations may arise where campus could close. Drexel University is discussing plans for access, if any, of essential personnel to buildings where research is conducted. Information will be updated when available. In preparation researcher leaders should create lists of facilities/locations where research activities are carried out and who needs access to these facilities. In addition, some research activities occur at locations that Drexel does not control and therefore may have different policies/procedures than Drexel's. The tables below can help you organize these lists:

* + **On-campus locations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Name (Campus)** | **Room #s** | **Campus phone #** | **Who needs access?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + **Off-campus locations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location Name** | **Address** | **Location phone #** | **Who controls access? Who needs access?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + **Specialized Equipment**

|  |  |  |
| --- | --- | --- |
| **Equipment description** | **Location** | **Who controls access?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* **Research Team Communication Planning**

Research teams should have a clear direction as to who they should notify in case of illness, campus closure, etc. The primary point of contact should be the decision maker in terms of the direction of the research program and be ready to decide when to modify, suspend, resume research activities in case of disruption. An alternate point of contact should be identified, along with a point of contact for your academic unit.

* Primary point of contact is:
* Alternate point of contact is:
* Academic Unit Point of contact is:
* Office of Research & Innovation point of contact is:
* In case of emergency, call Drexel Public Safety at 215-895-2222.
* For research involving animal models, contact ULAR leadership:
	+ Rick Huneke 215 498-8159 rbh25@drexel.edu
	+ Andrea McCurry 215 498-8017 ams34@drexel.edu
* For research involving human subjects:
	+ Develop process for communicating with enrolled study participants
	+ For IRB related questions: contact the Human Research Protection Program leadership at: Gabby Rebillard at gmr59@drexel.edu
* **Research Project(s) critical needs**
	+ For each research project:
		1. List critical supplies/resources that are required to carry on research activities. Obtain additional supplies/resources if possible.
		2. Critical functions should be identified and communicated across the team.
		3. Identify backup personnel for each critical function
		4. Can this research project/function be temporarily suspended?
	+ **If yes, what are the criteria/factors to consider for making that determination**
		1. If no, what scenarios would lead to the modification, suspension, and/or resumption of research activities? Who needs to be informed of the suspension?
* **Research Workforce Redundancy Plan**

Describe the steps that the research team should take to if a team member is unable to perform planned work. Consider who they should contact, what other team members can step in to perform the planned work temporarily.

Ultimately team leaders (principal investigators) are responsible for determining coverage as needed as well as modifying, suspending, and/or resuming research if team members become sick and must stay home and/or if they are unable to come to campus. Work involving animal and/or human subjects requires special consideration that is addressed in separate guidance.

*Provided on the next page is a sample plan for your consideration.*

***Sample Workforce Redundancy Planning Table:***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Responsibilities** | **Communication** |
| **Personnel** | **Trigger Point** | **Action:** | **Timeline** | **Reports to:** | **When to report:** |
| *Team member* | *Research team member is unable to perform time sensitive research tasks* | *Contacts other team, members to find coverage, if no coverage, contacts team lead to inform* | *ASAP, no later than 1 hour after shift start* | *Team Lead (or if needed alternate)*  | *If no coverage is located within 1 hour of shift start* |
| *Team Lead, PI, Primary Point of Contact Investigator* | *All team members are unable to perform critical research task* | *Attempt to perform critical research task, if unable contact research team or other qualified colleagues*  | *As soon as the determination is made that unable to perform tasks*  | *If needed, contact Departmental, college/school administration; Environmental Health & Safety*  | *ASAP, no later than 1 hour after being informed of scenario* |

* **Communicating with Funding Sponsors**
	+ List external sponsors of research activities, organizational point of contact

|  |  |  |  |
| --- | --- | --- | --- |
| Funding Sponsor | Program Manager's contact info | Award # | Award Period |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + Given the restrictions to the number and length of no-cost extensions, if your research program is disrupted you should immediately contact your program manager as well as your academic unit's associate dean for research to inform them of this disruption.
* **Share your Contingency Plan**
	+ It is a best practice to share contingency plans with the entire research team, academic unit lead, and the Office of Research & Innovation.
	+ Save this contingency plan using a filename that distinguishes it as your research team so that we can find it
	+ For research teams that use BioRaft, these contingency plans can be and should be uploaded there. You can find guidance on how to do that at this link.
	+ Please send these plans to:

|  |  |
| --- | --- |
| **Organization** | **Email(s)** |
| Research Team |  |
| Departmental point of contact |  |
| College/School Associate Dean for Research |  |
| Office of Research & Innovation Emergency Preparedness Team | f1655f83.drexel0.onmicrosoft.com@amer.teams.ms |
| Research Accounting Services | ras@drexel.edu  |
| Environmental Health & Safety | safeheal@drexel.edu |
| University Lab Animal Resource | rbh25@drexel.edu; ams34@drexel.edu |
| Institutional Review Board | hrpp@drexel.edu |
| Real Estate and Facilities Management | Facilit@drexele.edu |