

COVID-19 (Novel Coronavirus): Research Checklist

From the Offices of the Executive Vice President for Research

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To assist the research community in planning for possible disruption resulting from the COVID-19 outbreak, the EVPR has prepared the following Research Checklist of actions to consider. Unless an action is required by the University, it is up to each research group to decide the best way to prepare for possible disruption.

Please also check the FAQs relating to research at

<https://research.columbia.edu/covid-19-novel-coronavirus-frequently-asked-questions-relating-research>.

1. Identify emergency personnel who are essential to the operation of your laboratory and make sure that they know what to do in the event of suspended operations.
2. Review your communication plan and remind lab personnel of who is in the notification chain. Create a plan if you do not have one. Be sure that you have a list of all lab personnel and their contact information, and remind all personnel to update their personal contact information in my.columbia.edu.
3. Identify priorities in case of restricted access. You should discuss how work should be handled if some personnel are unable to come to work.
4. Ensure remote access to files, data, servers, etc. Check that all members of your research team who might need to work remotely have access to computers that are able to connect to research files and data sets, research literature and meeting software (such as Zoom).
5. Depending on the nature of your research, consider prioritizing work that has to be done in the lab and delay work that can be done remotely, such as data analysis. Freeze samples as you proceed if feasible.
6. Check the Research FAQs and/or contact your SPA Project Officer to learn what to do if you believe that you will not be able to meet a grant deadline or need special assistance to do so. Agency information will be updated regularly on the FAQ webpage.
7. Check the University travel restrictions before planning any travel. Note that the CUIMC restrictions may be different from the other campuses of the University. See:
 - Non-clinical faculty and staff: <https://preparedness.columbia.edu/>
 - Clinical faculty and staff: <https://www.cuimc.columbia.edu/information-providers-and-clinical-staff>.
8. Contact SPA, HRPO/IRB and ICM if you have any specific questions relating to grants management, human subjects research or research with animals.