**Research Facility Access and Prioritization Request Form**

The process, responsibilities, and priorities informing access requests are provided in [Brock Research Activities During Stages of Pandemic and Recovery](https://brocku.ca/coronavirus/wp-content/uploads/sites/216/Brock-Research-Activities-During-Stages-of-Pandemic-and-Recovery.pdf).

The completed form should be submitted along with the [Researcher COVID-19 Mitigation Strategy](https://brocku.ca/coronavirus/wp-content/uploads/sites/216/Researcher-COVID-19-Mitigation-Strategy.docx) and (if applicable) the [In-Person Research with Human Participants COVID-19 Risk Checklist](https://brocku.ca/coronavirus/wp-content/uploads/sites/216/Research-With-Human-Participants-COVID-19-Risk-Checklist.docx) to the Primary Investigator/Applicant’s Associate Dean, Research.

The review of requests and the prioritization of users require reconciling the details of multiple applications and collaboration between administrative units. This process will take the time needed for due diligence.

All planning and research activity should be conducted in light of the prospect that provincial orders, public health guidelines, or University requirements may introduce new restrictions in the future. It is therefore essential to prepare for winding down operations if necessary. Attend to University communications to know when Brock moves between the [Brock Stages of Reopening/Recovery](https://brocku.ca/coronavirus/wp-content/uploads/sites/216/COVID-Reopening-Amended-Brock-Stages.pdf). If at any point, the University moves to a more restrictive stage that no longer includes an activity that has been authorized at a later stage, then the activity must stop until authorization is again secured. Consult your Associate Dean Research if you are uncertain.

Submission of this form and the accompanying documents is an acknowledgement that you agree to abide by the safety conditions specified, and to manage compliance with these conditions by all team members.

1. Researcher or Research Team

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last | First | Email Address | Role/Status\* | Employee/Student #  | Degree Requirement |
|       |       |       |       |       |  |
|       |       |       |       |       |  |
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\*PI = Primary Investigator; F = Faculty team member; PDF = Postdoctoral fellow; G = Graduate student; UG = Undergraduate student; S = staff

2. This research activity involves the following (check all that apply)

[ ]  Human research participants (attach the [In-Person Research with Human Participants COVID-19 Risk Checklist](https://brocku.ca/coronavirus/wp-content/uploads/sites/216/Research-With-Human-Participants-COVID-19-Risk-Checklist.docx))

[ ]  Animals

[ ]  On-campus activity

[ ]  Off-campus activity (specify location       )

3. For on-campus research activity involving human participants, specify how many participants (and caregivers, if required) will attend at one time.       [ ]  n/a

4. Rooms/facilities for which access is requested. Please note that satisfying access priorities for the greatest possible number of users requires researchers to plan for minimal access necessary.

On-campus: [ ]  n/a

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Brock Building | Room number | Day(s) preferred | Hours preferred | Max # of occupants at one time |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Individual authorized to coordinate schedule for on-campus spaces       [ ]  n/a

Off-campus: [ ]  n/a

Specific location(s):

Identify the relevant local public health unit for all research sites to be accessed

[ ]  Niagara region

[ ]  Other (specify)

Room size:       m2 OR       square feet

Max # of occupants at one time in the room:

5a. Briefly summarize the intended research activity for which access is requested. List and clearly explain the relevant research priority timeline for the proposed activity and the match to Brock’s operational status and stage of response/recovery. Consult [Brock Research Activities During Stages of Pandemic and Recovery](https://brocku.ca/coronavirus/wp-content/uploads/sites/216/Brock-Research-Activities-During-Stages-of-Pandemic-and-Recovery.pdf).

5b. If the proposed research includes activities that are typically authorized in a subsequent operational stage, please justify the need to proceed now. Consideration of such requests is dependent upon risk mitigation not just within the individual research space(s), but also in nearby areas (e.g., adjacent rooms, hallways, spaces with shared ventilation). Provide a timeline for the research activities and the strategies adopted to minimize access time. Priority must be placed upon supporting student degree progression, so please specify the number of remaining terms and the number of months/terms that progress has been delayed for students whose degree requirements necessitate this research access. [ ]  n/a

6. Outline the supervision and training plan for students for whom access is requested.