**Essential Field Research Activities at Concordia University**

Concordia University’s policy decisions related to COVID-19 pandemic are guided by directives from the government of Quebec and Public Health authorities. As such, research occurring in labs and facilities,along with field research, is currently suspended. Exceptions for field (and other) research activities deemed “essential” may be made. Our main guiding principle is the health and safety of our community and those communities with, and within which, we do research.

Faculty, post-doctoral fellows and graduate students who feel their field research should be deemed “essential,” and permitted to be conducted in the spring/summer term are asked to fill out a ***Request to Continue Essential Field Research Form***, and submit this to their Department Chair. In the case of a graduate student, post-doctoral fellow, or field research personnel, the supervisor or PI should submit the form making the request on their behalf as an indication of support. Should the Department Chair agree that the work should continue, the request will then be forwarded to the appropriate Dean or delegate for review and approval of the Chair’s decision, and finally a copy of the form must be sent to the Vice-President, Research and Graduate Studies (VPRGS). The decision should be transmitted to the faculty member within a week of submitting the request.

Please review the criteria carefully when determining if the field research is critical, time-sensitive and able to be performed in a manner that does not jeopardize the health and safety of the broader community or person(s) performing the work.

The following criteria will be considered in the deliberation:

* The time-sensitive nature of the project (i.e. the variable of interest can only be observed, measured, evaluated during the spring/summer season)
* The variable of interest is time-sensitive and part of a longitudinal study
* The field research can be conducted while complying with physical distancing and hygiene protocols as required by the guidelines set forth by all federal, provincial, and municipal governments and Public Health authorities and taking into account the following:
  + Transportation plan (location will be a key factor due to restrictions on travelling between regions and cities)
  + Accommodation/lodging/food procurement and preparation plans
  + The requirements of some protocols to have multiple people working together, or the safety considerations of potentially working alone
  + Adequate arrangements for cleaning and disinfecting work tools, instruments, equipment etc.
  + The possibility of injury in the field
* The project does not, in most cases, require face-to-face interaction with human participants
* The project does not require new animals to be cared for in the Animal Care Facilities
* There is a mitigation plan to return safely from the field if any member of the research team becomes ill or injured
* Travel can be domestic only, given current suspensions on international travel
* All ethics, EHS, animal care, etc. approvals have been fulfilled as with normal field research activities
* Community approvals have been fulfilled as with normal research involving Indigenous peoples
* The impact of any delays on program completion and career advancement.

While we recognize the serious and long-lasting impact fieldwork restrictions may have on research projects and personnel, our priority is the health and safety of our researchers, staff, and students. We appreciate the creativity, perseverance and cooperation of faculty, post-doctoral fellows, graduate students and Chairs as we seek ways to transform research activities so that productivity and forward progress is maintained.

**Request to Continue Essential Field Research Form**

Please submit this form to your Department Chair:

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| **Date Submitted:** | |
| **Principal Investigator/Graduate supervisor (faculty member):** | |
| **Name of graduate student or post-doctoral fellow on whose behalf this request is being made**  (please also include program, email and cell phone**):** | |
| Department/Unit/School: | Faculty: |
| Cell Phone (for emergency contact): | Email (PI/Supervisor): |
| **Contact Information for other research personnel participating in the fieldwork**  (please include name, status (e.g. UG, RA, technician), email and cell phone for each)  1. | |
| 2. | |
| 2. | |
| **Title of Project or Description of Research Activity:** | |
| **Start Date of fieldwork:** | **End Date of fieldwork:** |
| **Provide a rationale for requesting an exemption by briefly addressing the time sensitivity, or critical nature of the field research (300 words max):** | |
| **Describe your ability to comply with physical distancing and hygiene protocols as required by Public Health in the area where you are working during all aspects of the field research activities (300 words max):** | |
| **Location(s) where field activity will occur:** | |
| **Briefly outline your transportation/lodging/food procurement and preparation plans:** | |
| **Briefly outline how physical distancing and hygiene protocols will be managed:** | |
| **If your project is community-based or involves Indigenous people/communities, please outline measures taken to secure pre-research community engagement and approval that takes current restrictions and concerns into consideration:** | |
| Does your project involve animals that will require care in an Animal Care Facility? | |
| Indicate the Certificates/Approvals required if relevant (Ethics; Animal Care; EHS, etc.). Note that these must be completed/obtained prior to commencement of field work as per normal operations: | |
| Researchers are responsible for complying with the guidelines set forth by all federal, provincial, and municipal governments and Public Health authorities, as well as any applicable University guidelines and policies.  Should authorities have blocked or made the area of interest inaccessible upon arrival, the activity cannot take place.  Please consult the following resources before submitting your **Request to Continue Essential Field Research Form** and ensure that your research is compliant with current guidelines:  <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#domestic>  <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/answers-questions-coronavirus-covid19/transportation-travel-covid-19/#c52313>    <https://santemontreal.qc.ca/en/public/coronavirus-covid-19/>  <https://montreal.ca/en/articles/coronavirus-covid-19>  <https://www.irsst.qc.ca/covid-19/avis-irsst/id/2665/lignes-directrices-pour-la-reprise-securitaire-des-activites-de-recherche-en-presentiel-dans-les-milieux-universitaires-quebecois#considerations>  *This document was adapted from* [*Field Research Activities at Queen’s University*](https://www.queensu.ca/vpr/covid-19/field-research-activities) | |

Supervisor/PI Date

Additional comments:

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**Authorization:**

Department Chair Date

Approved: \_\_\_\_\_\_

Denied: \_\_\_\_\_\_\_

Additional comments:

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Dean or delegate Date

Approved: \_\_\_\_

Denied: \_\_\_\_

Additional comments:

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A copy of the Form must be sent to the Vice-President, Research and Graduate Studies once it has been approved by the Faculty.