**Resuming In-Person Human Research Activities at Concordia University**

Concordia University is preparing to resume research requiring in-person contact with human participants. In this return, our main guiding principle remains the health and safety of our community and of those communities with whom, and within which, we conduct research.

Given the current situation related to the COVID-19 pandemic, we strongly recommend that researchers conducting research involving human participants amend their methodology, if possible, towards an online format. Those researchers who have already submitted an amendment request to their ethics protocols and received approval are encouraged to continue their research using remote participation methods.

Faculty, post-doctoral fellows and graduate students, who believe it is absolutely necessary to resume in-person human research activities, should complete a **Request to Resume In-Person Human Research Form** (see steps below**)**, regardless of whether the research is conducted on- or off-campus.

If you anticipate resuming in-person research activities, you must ensure compliance with COVID-19 health and safety requirements (see resources below). Additional procedures that are standard to the COVID-19 situation would rarely be considered changes to the actual research methodology. For example, COVID-19 related cleaning, PPE procedures, or asking a focus group to sit further apart would **not** require an ethics amendment, in that the implementation of these procedures would not normally change the research methodology. However, should implementation of COVID-19 procedures impact such aspects as how or what data is collected, how a research question is phrased or the target population, these changes would warrant an ethics amendment. If an **amendment to your ethics protocol** is required, please submit your amendment request **prior** to submitting this request form. This requirement applies if your research is approved by an alternate Research Ethics Board (REB). For research projects using the imaging suite at the PERFORM Centre, the same parameters apply with the amendment being submitted to the *Comité Central d’Éthique de la Recherche* (CCER) for review prior to resuming the project. Note that approval of requests to resume in-person research will be conditional upon the approval of the amendment.

To request a resumption of in-person human research activities, please follow these steps:

1. Fill out a ***Request to Resume In-Person Human Research Form*** (included below). Forms should be completed and signed by the Principal Investigator (faculty, post-doctoral fellow or graduate student). In the case of graduate students or post-doctoral fellows, the form should also be signed by their faculty supervisor, as a confirmation of their support.
2. Submit the completed form to the Department Chair for **preliminary review**. For research taking place at the PERFORM Centre, the form should be submitted to the Scientific Director and the Assistant Director, Research Development Initiatives, for preliminary review.
3. Once the preliminary review is completed, the form should be transmitted to Ms. Sabine Xia, Assistant to Associate Vice-Presidents, Office of the Vice-President Research & Graduate Studies, via email at sabine.xia@concordia.ca.
4. The request will be **assessed by a central committee** composed of representatives from the Faculties, the PERFORM Centre, Environmental Health and Safety, the Research Ethics unit and the Office of Vice-President, Research and Graduate Studies.

The committee will meet weekly and as such, you may expect the decision of the committee to be transmitted to the faculty member within 10 working days of submitting the request. The decision of the committee will also include further instructions (e.g. self-assessment procedures for participants) and documentation related to access to campus for you and your research participants.

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

*Please note any approval may be revoked, depending the evolution of local health and safety contexts, with regards to COVID-19 as well as other issues.*

Please consult the following resources before submitting your ***Request to Resume In-Person Human 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>

Environmental Health and COVID-19 Workplace Safety Guidelines on Cspace: [cspace.concordia.ca/resources/facilities/safety/coronavirus.html](https://cspace.concordia.ca/resources/facilities/safety/coronavirus.html)

**Request to Resume In-Person Human Research Activities Form**

***One form per principal investigator***

The completed form should be submitted to the Department Chair or the Scientific Director of PERFORM (as per instructions on page 1).

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| Date Completed (YYYY-MM-DD): | Reference number (for committee use only): |
| Principal Investigator (PI) as indicated on the ethics protocol: |
| Cell Phone (for emergency contact): | Email: |
| Faculty supervisor, in situations where the principal investigator is a student or a post-doctoral fellow: |
| Faculty: | Department/Unit/School:  |
| Contact Information for **other research personnel** participating in the in-person human research(please include name, status (e.g., UG, RA), email and cell phone for each) 1. |
| 2. |
| 3. |

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| **Information pertaining to Research Projects.** If the request covers multiple projects, please indicate the certificate number and the title of all projects to be resumed.*Note that if an amendment is required to your current protocol(s) as a result of implementing the physical distancing and hygiene protocols, it(they) must be* ***submitted and approved prior*** *to commencement of in-person contact with human participants, as per normal operations.* *The process also applies if your research is approved by an alternate Research Ethics Board (REB).* |
| Ethics certificate # | Title of research project | **Amendment required** | Amendment approval date(if required) |
| **Y** | **N** |
|  |  | [ ]  | [ ]  |  |
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| Briefly address the time sensitivity, or the critical nature of the need for in-person interaction with human participants for each research projectlisted above (300 words max): |
| What contingency termination plans have you prepared should cases of COVID-19 be declared among research team members or if a directive to suspend the research is issued by the University and/or government of Quebec and Public Health authorities? For example, appropriate communication with research participants and/or relevant authorities. |

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| **Research to be conducted on-campus*****If the request covers multiple projects, please indicate your response for each project.*** |
| Please complete the [*COVID-19 Return To Campus Request* Form](https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/COVID-19-Return-To-Campus-Request-Form-v4.xlsx), which includes information required for access to campus for Concordia community members. |
| **Location(s)** where in-person activity will occur (please indicate campus, building and room number):*Ex: LOY-PY-6.350* |
| Describe your ability to comply with **physical distancing** as required by Public Health and/or CNESST for your disciplinary/research field during all aspects of the in-person research activities. |
| Describe your mitigation/specific hygiene procedures for research that requires a contact with participants that is **closer than 2 meters**. |
| Describe the arrangements / protocols you have put in place for **cleaning and disinfecting** shared spaces, work tools, instruments, equipment, etc. between participants. |

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| **Research to be conducted off-campus*****If the request covers multiple projects within your program, please indicate your response for each project.*** *For health researchers who are conducting research under the jurisdiction of a MSSS[[1]](#footnote-1)-accredited institution, you must follow Concordia’s health and safety guidelines and those of the alternate institution. Please submit a copy of the approved request to resume your research at the alternate institution and complete any sections below that are not addressed in that request.* |
| **Location**(s) where in-person activity will occur (please provide the street address where possible): |
| Describe your ability to comply with **physical distancing and specific hygiene protocols** as required by Public Health and/or CNESST for your disciplinary/research field during all aspects of the in-person research activities, including compliance with relevant health and safety requirements of the institution/location where you would conduct your project.  |
| Describe your mitigation/specific hygiene procedures for research that requires a contact with participants that is **closer than 2 meters**. |
| Describe the arrangements/protocols you have put in place for **cleaning and disinfecting** shared spaces, work tools, instruments, equipment etc. between participants. |
| Describe the arrangements you have made regarding **travel, lodging, food, and cleaning products** if applicable, etc. to ensure the health and safety of the researcher(s) and the participant(s). Explain clearly how social distancing and hygiene protocols will be respected. |
| Describe how you will **monitor your health and the health and safety of the people** under your supervision, including periodically asking them to self-evaluate with regards to COVID-19 (presence of symptoms, interaction with COVID-19 case or a person under investigation, etc.). |
| Describe your **emergency plan** should you or a member of your research team develop COVID-19-associated symptoms. |
| **Research that is community-based or involves Indigenous People/communities.****If the request covers multiple projects within your program, please indicate response for each project.** |
| Outline measures taken to secure the support and approval of communities to resume in-person research activities, and to align with local protocols, restrictions and concerns. |
| Provide an updated approval letter, from the appropriate authority, that confirms support for you to resume in-person research activities taking into consideration any current local restrictions and concerns. |

**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.**

**By submitting this form, you acknowledge that you are aware of the latest requirements and information detailed in the resources above, and ensure that your research is compliant with current guidelines:**

Principal Investigator Signature Date

(please print name)

Faculty supervisor (if applicable) Signature Date

(please print name)

**Department or PERFORM Review:** *Please assess implications for shared spaces/facilities/services, among any other considerations.*

Department or PERFORM confirmation Signature Date

(please print name)

Additional comments:

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1. MSSS : Ministère de la Santé et des Services Sociaux [↑](#footnote-ref-1)