March 19, 2020

Dear Research Colleagues,

As CSUF officials continue to monitor developments of the worldwide coronavirus (COVID-19) disease pandemic, we are providing important information specific to the continuity of research while taking steps to ensure the health of our university community and research participants. The University will be forwarding regular communications from the campus as well as updates provided on the CORONAVIRUS (COVID-19) website as developments occur. Included in this communication is contact information for research-specific issues.

RESEARCH WITH HUMAN SUBJECTS

Pausing Human Subjects Research

To address research continuity in the face of reduced in-person campus operations and to ensure safety of our researchers, staff, and research participants, the CSUF IRB is requesting that research involving person-to-person contact or gatherings of human research participants be paused as soon as possible. The duration of the pause is unknown, but to reduce disruption to the extent possible, we will be reassessing daily. If you plan to continue data collection but will switch to virtual or online contact, please document these changes via a Modification Request through the online Cayuse IRB system. For additional guidance, access the step-by-step instructions for Cayuse IRB: Submitting a Modification.

If human participants in a study are at risk of harm from the research stoppage, please document a plan to safely discontinue protocol activities and submit the plan via a Modification Request to through Cayuse IRB.

All human participant research activities that could put researchers, staff, research participants, or others at risk of exposure to the coronavirus should be paused. If pausing your activities requires a change in your protocol, please submit a modification to the IRB through Cayuse. If you have questions, please contact program staff at irb@fullerton.edu.

Personnel Considerations for All Research

As part of CSUF’s plan to prevent the transmission of COVID-19, most students will not be returning to campus for an extended period of time, so plan your activities accounting for a potential reduction in personnel.

If your protocol will change due to reduced personnel, please submit a modification to the appropriate review board (e.g., IRB or IACUC). If you have questions, please contact program staff at irb@fullerton.edu.

We recommend that all researchers develop plans now to minimize the impact of disruptions to research activities, and prepare for the possibility that all research activities might be paused.
Data Protection

Research data should be protected whether you are working on campus or off. Ensure that whatever mechanisms you use are compliant with your protocol and data management plan.

Remember to:

- If available, consider using remote work technologies such as VPN (for work at home) and video-and tele-conferencing as alternatives for in-person meetings (prepare multiple options for communication).
- Encrypt data when at rest or in motion. This includes at the point of collection and when transporting data from one place to another.
- Limit access to only those who require it and have been identified within an approved protocol.
- Follow minimum-use guidelines and limit access to the minimum number of data fields needed to complete your analysis.
- Do not email personally identifiable information, protected health information, identifiable student data, passwords, intellectually property, or confidential sponsor information without encryption.

RESEARCH WITH ANIMAL SUBJECTS

The continued care for animals in campus facilities will be lead by Mr. John Chappell, Animal Care Director, and his staff. It is not expected that there will be any disruption of research activities.

IACUC will continue to receive and review protocol applications, continuation/completion reports, and amendment requests, since these are largely handled digitally. PIs conducting animal-related research or instructional activities should contact John Chappell at jchappell@fullerton.edu (for questions related to on-campus animals or facilities) or the IACUC Chair, Dr. Paul Stapp at pstapp@fullerton.edu (for general IACUC or related compliance questions).

If there are any disruptions expected, IACUC will communicate with PIs via email.

Contacts for questions or concerns:

- Human Participants (IRB): irb@fullerton.edu
- Animal Subjects (IACUC): iacuc@fullerton.edu
- Animal care veterinary concerns: John Chappell, Animal Director at jchappell@fullerton.edu or Dr. Scott Weldy, veterinarian, at 949-855-9744
- Research Compliance: researchcompliance@fullerton.edu

Sincerely,

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RESEARCH COMPLIANCE: http://www.fullerton.edu/doresearch/compliance/
IRB: http://www.fullerton.edu/doresearch/compliance/irb_cayuse.php
IACUC: http://www.fullerton.edu/doresearch/compliance/iacuc.php