
PLEASE READ: Research continuity & transitioning research to remote operation

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To: <calmessages_communication@lists.berkeley.edu>



Office of the Vice Chancellor for Research

This message is being sent to the UC Berkeley research community (faculty, postdocs, graduate students). Please share with relevant researchers and PIs.

To UC Berkeley PIs:

Alameda County and the City of Berkeley Public Health Authorities have issued a [Shelter in Place notice](#) through April 7, 2020. I write with guidance to ensure as orderly as possible a transition, to majority remote operation, as quickly as possible.

- Please visit the [Vice Chancellor for Research website](#) for guidance on Planning for Research Continuity. A "[Lab Ramp-Down Checklist](#)" is also available on the site.
- **Make plans to transition your research/lab to majority-remote operation and suspend on-campus research to the greatest extent possible, immediately.**
- **If your research involves activities that can be sustained with minimal or remote effort, you can expect to be able to continue that activity.** If your research requires more involved and critical on-campus attention, plan to suspend or defer it. We will institute a process for rapid institutional review of requests for exceptions to this policy, although we expect them to be granted only rarely.
- **If on-campus research is required to sustain critical research in your lab/group, you must complete this [on-campus research continuity request form](#)** (see more below).
- **Under no circumstances** should materials (e.g. specimens, animals or sensitive equipment) other than computers, storage devices, or lab notebooks and papers be removed from laboratories without the prior approval of the cognizant department chair, dean, and the Vice Chancellor for Research.

Key Personnel

We understand that the long-term viability of some research programs during this period will require management of essential animal lines, equipment, liquid nitrogen stocks, and certain long-term experiments or collections. To meet these needs, we request that each laboratory (or neighboring group of laboratories) identify 1-2 key personnel who will be responsible for this essential ongoing maintenance. Laboratories with large numbers of animals are allowed to name as many as 3-4 key personnel. When selecting key personnel, consider those whose commute does not depend on public transportation.

When determining the appropriate size of your lab's "skeleton crew," please also consider any equipment that might require gas or cryogen monitoring/service, such as deep-storage freezers, electron microscopes, mass spectrometers, and incubators. Keep in mind that any potentially hazardous operation will require at least two trained and qualified persons be present.

For all key personnel, it is mandated that everyone practice good hygiene and social distancing, in part by coordinating with others to minimize time on campus and to avoid being in the lab or animal facilities at the same time as others.

Animal Care Research

Laboratories should be prepared to ramp down, curtail, or postpone, animal research experiments if and when the need arises. If experiments must continue, please limit or discontinue removing animals from OLAC-managed facilities. OLAC will continue daily animal care in OLAC facilities. If you have IACUC approval to keep animals in the laboratory, research staff will continue to be responsible for their care. If you anticipate this may be a problem, please contact OLAC to identify alternate care plans.

COVID-19 Research

Exceptions to these requirements will be strongly considered for studies of COVID-19 that have the potential to mitigate the spread of the pandemic.

Research Continuity Request Form

Importantly, all PIs seeking to continue on-campus research are required to complete [this request form](#). You will be asked to provide the names and contact information of your designated key personnel, as well as requests for exceptions to allow COVID-19 studies or the continuation of ongoing critical experiments. **These requests will be screened by a review committee that we will appoint shortly. Expect it to grant few exceptions.**

Include in your online survey critical research that must be maintained with regular or periodic oversight, which would be significantly affected if access to campus buildings was curtailed. Provide names and roles of key personnel identified above.

Thank you in advance for your perseverance during these difficult times.

Please direct questions about this message to vcr@berkeley.edu.

If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

Please do not reply to this message