# Pro-forma questions for Research Restart Programme (Off-Site)

**this pro-forma is for international field work**

**Section 1: Details of applicant**

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| Discipline: |  |
| Researcher completing form: |  |
| Statement from Director of Research: | *Please provide a supporting statement from your director of research including comments or narrative here.* |
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**Section 2: International Field work**

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| Field work | *Describe in detail requests for overseas field work, lab, archival or museum visits. Please include details of the work being undertaken, why travel is essential and that the work cannot be done virtually, the location and risk assessment of staff and students involved.* |
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| Field work dates | *State the planned outbound and inbound dates of the fieldwork trip.* |
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**Section 3: Staff and Student Involvement**

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| Staff Details | *List all staff undertaking field work. Note if this list is extensive please outline groups for the purposes of the application.* |
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| Student/ Volunteer Details | *Include a description of student details for example supervisor and year of study.* |
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| Travel and Transport | *Describe how research workers will travel to/from the point of departure and describe the mitigations employed to minimise risk.* |
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| Accommodation | *Please describe the accommodation arrangements. If there will be shared facilities such as kitchens and bathrooms, please describe the mitigations employed to reduce these risks* |
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| Health conditions | *Describe the underlying health of all travellers and their interaction with members of their household that may have underlying health problems, including details of anyone who has either previously or is currently shielding.*  *Confirm that the University of Exeter Covid-19 age and Personal Risk Assessment has been completed by all UoE on-site workers and that no-one scores in the high or very high category. Risk assessment can be found* [*here*](https://www.exeter.ac.uk/staff/employment/coronavirus/personalriskassessment/?utm_medium=email&utm_campaign=Weekly%20Bulletin%2028920&utm_content=Weekly%20Bulletin%2028920+CID_2f5a623d236f6f0c13625a5d942330f6&utm_source=Createsend%20emails&utm_term=online)*.*  *Please note that confirmation will be required from the individual that they are happy to share this information for the purposes of COVID-19 planning. All personal information will remain confidential.* |
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| Training | *Describe any training (if any) that need to take place in order to ensure staff understand and are able to work whilst respecting any safety measures.* |
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**Section 4: Funding**

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| Funding | *Describe how the work will be funded and where any contingency will be funded if there are additional costs associated with your trip unexpectedly* |
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**Section 5: Health & Safety, Ethics and Risk**

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| Staff and student H&S | *Describe at the fieldwork site how the team will comply with COVID-19 H&S measures including plans to reduce staff density, manage social distancing restrictions and specify hygiene procedures for the work area. This should include for mitigations relating to handling of any equipment.* |
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| International Travel Risks | *Describe how risks relating to travel during the project will be managed.*   * *Any quarantine regulations in place to/from the UK.* * *In the event of a travel ban and the return journey is delayed.*   *Include details of impact on time, costs and University duties such as teaching and any other areas at risk from an unforeseen change to travel plans*  For international travel, complete the ‘International fieldwork risk assessment’ which can be found [here](https://www.exeter.ac.uk/staff/wellbeing/safety/guidance/fieldwork/). |
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| In country Travel risks | *Describe how risks relating to travel during the project will be managed.*  To be completed **only** if applicants are already ‘in country’ overseas and International Travel risk is not applicable. Please complete the ‘In Country fieldwork risk assessment’ which can be found [here](https://www.exeter.ac.uk/staff/wellbeing/safety/guidance/fieldwork/). |
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| Ethics | *Outline any ethical concerns relevant to the research activity and describe how these will be managed.* |
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| Rest periods | *Detail how breaks and rest periods will be undertaken when not performing experiments or collecting materials and how social distancing will be ensured.* |
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**Section 6: Face to face Human Participants**

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| Human Participants | *Outline whether any human participants will be involved in the work and outline how this will be managed, including testing protocols prior to interviews and how the health status of the interviewees will be determined.* |
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| Testing | *Describe what testing procedures you have in place for the researchers and outline what has been arranged with the asymptomatic team. If in the very exceptional circumstance that you feel that testing is not possible or that testing arrangements need to be bespoke please justify why below* |
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**Section 7: Equality and Diversity**

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| Equality and Diversity | *Outline what measures have been taken to ensure that ED&I has been taken into consideration to ensure there is no unintended discrimination, for example shift patterns are possible for those with caring responsibilities.* |
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**Section 8: Changes in activity**

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| Changes in level of activity | *Describe whether changes are expected in the level of activity during the period of the research and if so how this will be managed. This is on the assumption that only off-site research is authorised* |
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| Required reduction of activity | *If required due to a change in a national policy or guideline, or local policy in the case of international fieldwork, how would the team manage or reduce site access without threat to the viability of the work. How quickly could these changes be implemented?* |
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**Section 9: Staff and Student Support**

*Research project managers should establish that individuals involved in the research activity are at all times comfortable undertaking the research activities and have not been coerced into fieldwork activity, noting that willingness to undertake research activity may change with time. Any reassurance provided by a researcher should be verified independently. If at any time an individual should have any concerns about unsafe practices or they feel uncomfortable and are not able to discuss/resolve the issue with their PI or line manager they should contact one of our ‘Speak Out Guardians’.*

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| Staff and Student support | *Please confirm that all staff involved in these plans are comfortable with the work plan they are being asked to undertake and describe what communications and plans are in place to ensure that this is monitored at intervals.* |
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Trip Lead Signature ……………………………………………………

Date ……………………………………..