# STAGE 1: Pro-forma questions for Research Restart Programme (Off-Site)

**This proforma is for off-site access for field research/visits to external facilities such as archives**

**Section 1: Details of applicant**

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

**Section 2: Field work/ Archival visits or other non- University site access requirements**

|  |  |
| --- | --- |
| Field work | *Describe in detail any requests for field work/archival visits or other non-University facility access. Please ensure you include details of the work being undertaken, the location and frequency of visits and risk assessment of staff or students involved. Please also detail if you also require campus access for sample storage, access to equipment, data analysis etc and the rooms/specialist spaces/buildings needed to fulfil the proposal.* |
|  | |

**Section 3: Staff and Student Involvement**

|  |  |
| --- | --- |
| Staff Details | *List all the staff who will need to undertake field work or require access to external facilities. Note if this list is extensive please outline groups for the purposes of the application. This detail will be required if access is granted. Please indicate if off- site access to field work will also require on site access for aspects of the research – data analysis, return of materials and equipment etc* |
|  | |
| Student/ Volunteer Details | *List all the students who will require access to need to undertake field work or require access to external facilities. Include a description of student details - supervisor and year of study, and and the reason why access is required.* |
|  | |
| Travel and Transport | *Describe how research workers will access the field work or facility locations and any mitigations to be taken if public transport is unavoidable. Also describe any travel requirements.* |
|  | |
| Health conditions | *Describe the underlying health of on-site workers and their interaction with family members that may have underlying health problems. 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.* |
|  | |
| Training | *Describe any training or ramping-up activities that need to take place in order to ensure staff understand and are able to work whilst respecting any safety measures.* |
|  | |

**Section 4: Procurement and funding**

|  |  |
| --- | --- |
| Procurement | *Procurement issues required to undertake the work. For example is there support required to assess necessary supply chains?* |
|  | |
| Funding | *Describe how the work will be funded and any necessary procurement that would be required prior to the work being undertaken. If any of the work is part of an externally funded project, how will the deliverables and work plans of the project be affected e.g. would such work avoid a no-cost extension or be required to deliver part of an agreed revision of the work plan with the funder.* |
|  | |

**Section 5: Health & Safety, Ethics and Risk**

|  |  |
| --- | --- |
| Staff and student H&S | *Describe how the team will comply with COVID-19 H&S measures including plans to reduce staff density and specific hygiene procedures for the work area.* |
|  | |
| Risks | *Describe any anticipated risks and how these will be mitigated.* |
|  | |
| Travel risks | *Describe how risks relating to an increase in travel or social distancing restrictions at the field site(s) during the project could be managed.* |
|  | |
| Ethics | *Outline any ethical concerns relevant to the research activity and describe how these will be managed.* |
|  | |
| 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.* |
|  | |
| Human Participants | *Outline whether any human participants will be involved in the work and outline how this will be managed. Please note that further information may be requested after panel approval.* |
|  | |

**Section 6: Equality and Diversity**

|  |  |
| --- | --- |
| 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.* |
|  | |

**Section 7: Changes in activity**

|  |  |
| --- | --- |
| Changes in level of activity | *Describe whether changes are expected in the level of activity during the period June-Oct 2020 period and if so how this will be managed. This is on the assumption that only off-site research is authorised* |
|  | |
| 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?* |
|  | |

**Section 8: Staff and Student Support**

*Research project managers should establish that individuals involved in the research activity are at all times comfortable working on site or in the field and have not been coerced into undertaking on-site or fieldwork activity, noting that willingness to undertake on-site working may change with time. The review panel wish to establish that this reassurance provided by a researcher has been 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’.*

|  |  |
| --- | --- |
| 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.* |
|  | |