

## Return to On-campus Research Guidance for BAs and GAs

The university is planning for a June 1<sup>st</sup> date to begin returning to campus for research-related activities. This return will impact grant administrators and business administrators supporting researchers. The following guidance is designed to assist BA and GA with this transition.

First and foremost, it should be noted that the return to campus for research-related activities does not require administrators who support but do not engage in research to return to campus. The return of administrative personnel will proceed separately, according to university and college guidelines. Additional messaging on those return dates and processes will be forthcoming.

As additional research activity occurs on campus, some prior limitations on certain expenses will no longer be necessary. However, consideration should be given to accommodate potential logistical issues.

**Delivery of supplies and materials:** Due to reduced on-campus staffing, and limited access to some university buildings, delivery of materials and supplies for research may be impacted. When ordering materials, please ensure that arrangements can be made to take delivery, any special delivery instructions are included in orders, and necessary personnel are aware of delivery schedules and available to take delivery. Each unit is required to provide a plan for receipt of such deliveries to their appropriate Dean or their designee.

**Equipment purchases:** While there are no restrictions on the purchase of equipment, please keep in mind that some equipment may require specialized installation. Before ordering equipment, please consult with the PI and vendor to ensure installation is possible and that access or other restrictions will not cause unneeded delays. Similarly, equipment maintenance may be impacted by ongoing restrictions, and should be coordinated to ensure compliance with any general campus restrictions, including the requirement for staff to wear facial coverings/masks while working on campus.

**Lab Animals:** Please coordinate with LAMS on all needed animal orders. As research returns to campus, there will be an increase in animal needs and LAMS will be working to ensure the safety of staff and animals, as well as providing timely response to all researcher's needs. Advance preparation and scheduling will be helpful in smoothing this ramp-up. If you have questions, please contact [lams@uc.edu](mailto:lams@uc.edu).

**Research-related travel:** Travel abroad is expected to remain severely restricted, and any travel necessary to perform research should be limited for the immediate future. All research-related travel must be approved through Concur before it occurs. While costs related to canceled travel are generally permissible on federal awards, and may be permissible on awards from other sponsors, care should be taken to avoid incurring expenses for travel that may not be possible. Given the current COVID-19 situation, planning future travel is not prudent and not encouraged for research purposes. Researchers should be encouraged to only plan that travel that they have extremely high confidence in occurring, when allowable by university policy and guidelines. Additional guidance is available [here](#) and [here](#).