**IV.IV Checklist for Researchers – Return to Human Participant Research**

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| This checklist is intended for University of Guelph researchers to assist with the planning and implementation of in-person research during the COVID-19 pandemic. Please refer to the [Research Phase-In Framework](https://www.uoguelph.ca/research/system/files/2020-06-29%20FINAL%20UofG%20Research%20Phase-In%20Framework.pdf) and Return to In-Person Human Participant Research guidance for the detailed approval processes and requirements. |

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| CHECKLIST | | Notes |
| REQUIRED clearance/APPROVALS (LISTED IN ORDER) | | |
|  | Research Management Plan (RMP)   * Preparation of RMP * External permissions/approvals (if applicable) * Submission to Academic Unit * College/Department clearance required | Please see Research Phase-In Framework for RMP requirements. Include **Appendix V** for face-to-face human research with RMP.  **Please include proof of external permissions/RMP approvals from non-UofG sites or communities.** |
|  | Submit for Research Ethics Board Approval | Included in the submission: |
| ***Option A: Amendment to Previously Approved Study*** | * RMP + **Appendix V** * REB Amendment Request form * Revised REB application with relevant COVID-19 statements * Revised Consent form(s) with relevant COVID-19 statements * All other revised study materials |
| ***Option B: New Study Submission*** | * RMP + **Appendix V** * New REB application with relevant COVID-19 statements * Consent form(s) with relevant COVID-19 statements * All other revised study materials |
|  | Submit for Final College/Department Approval | Notify ADR of Departmental clearance and REB approval; Request final approval. |
| pre-study visit preparation | | |
|  | Safety Training: COVID-19 Infection Prevention and Control Awareness (Courselink) | Ensure all study personnel have completed training module. |
|  | Consent (or re-consent) study participant | Provide participant with approved consent form (COVID appendix included) for their review; Obtain documented consent prior to study visit. |
|  | COVID screening (**participant**)   * Confirm phone number or email address for Public Health Tracing | **Screening 1 of 2** for **participant**; participant must be screened 24 hours prior to scheduled visit. |
|  | PPE, Administrative Controls, Engineering Controls in place | Procure PPE;  Ensure physical barriers or policies/practices are prepared, per RMP. |
| Day of study visit (and repeated for each study visit day that follows) | | |
|  | COVID screening (**participant** AND **research personnel**) | **Screening 2 of 2** for **participant**; confirm screening has been complete before allowing in-person visit to proceed. |
| **Self-assessment screening 1 of 1** for **research personnel**. Do not proceed with in-person visit if exhibiting symptoms of COVID-19, if there has been close contact with individual with COVID-19 or have been told by health official to self-isolate. |
|  | Adhere to approved RMP and REB protocols | Deviations to protocols must be approved by REB prior to implementation (unless there is a need to eliminate or reduce an immediate hazard). |