**Request to Continue Critical Research or Maintain Critical Research Supplies Simon Fraser University**

To request an exemption to the SFU decision to restrict all on-campus research activity, justification for the exemption requires the approval of your department chair/director and your Dean.

If a Dean approves an exemption, the Deans office is requested to please send a copy of the approved form to [avprsec@sfu.ca](mailto:avprsec@sfu.ca).

The following criteria will be considered in the decision to grant the exemption:

* The nature of the project:
  + Does it involve COVID-19 research?
  + Does it involve maintaining critical research material that cannot otherwise be preserved?
  + Is this research that is at a critical stage or close to an end-point?
* Is the exemption being requested to allow you to take simple steps to maintain equipment and/or laboratory, such as topping up liquid nitrogen stocks or moving samples into a more sustainable storage container?
* Will the number of people required to do the work respect social distancing protocols?

Before filling out this form, refer to SFU’s policy on [‘working alone or in isolation’](https://www.sfu.ca/policies/gazette/general/gp39.html) and [SFU’s Research FAQ’s](https://www.sfu.ca/research/covid-19-information).

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| --- | --- |
| **Name of Principal Investigator:** | Click or tap here to enter text. |
| **Department/Faculty:** | Click or tap here to enter text. |
| **Building Location:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Primary Mobile Phone Number:** | Click or tap here to enter text. |
| **Title of Project:** | Click or tap here to enter text. |
| **Personnel who will access the research facility:** | **Personnel #1\*:** Click or tap here to enter text.  Mobile Phone Number:Click or tap here to enter text.  Faculty member  Graduate student  Post-doctoral Fellow  Staff  **Personnel #2:** Click or tap here to enter text.  Mobile Phone Number: Click or tap here to enter text.  Faculty member  Graduate student  Post-doctoral Fellow  Staff  Please add another page for additional personnel with their respective contact information.  \*NOTE: If only one person will be accessing the facility, please describe the plan for ensuring that person’s safety and security in your covering email accompanying this form. |
| **Requires access to:** | Laboratory  Other facility  **Room no and Building:**  Click or tap here to enter text.  **Day(s) and Time(s):** |
| **Compliance Certificates on File:** | Human  Animal  Biosafety  Chemical  Safety  Radiation Safety  None  Other (please describe in detail):  Click or tap here to enter text. |
| **Do you require any of the following supplies to conduct this research?** | Personal Protective Equipment  Gases  Liquid nitrogen |
| **Will this research generate any waste that will require special handling to dispose of safely?** | Yes  No  If YES, please elaborate: Click or tap here to enter text. |
| **How long do you require this exemption for?** | # Weeks: Click or tap here to enter text.  Continually required: |
| **Describe protocols to be implemented for social distancing and/or appropriate cleaning of equipment for personnel** |  |
| **The requested exemption relates to:** | Research directly related to COVID-19  Maintaining critical research material \*  Topping up research storage (e.g., with liquid nitrogen)  Other, please describe:  **Provide rationale:**  Click or tap here to enter text. |

**APPROVALS**

**Department Chair / Sch. Director Dean**

Click or tap here to enter text.Click or tap here to enter text.

**Decision:  Approved  Declined**

**NOTES:**

Click or tap here to enter text.

We gratefully acknowledge our colleagues at University of Victoria whose exemption form we adopted.