

GUIDELINES & PROCEDURES TO REQUEST UNDERGRADUATE EMPLOYEES IN ONSITE RESEARCH ACTIVITIES

August 7, 2020

In the fall 2020 semester, undergraduate students can participate in onsite research activities (on campus or at other University of Utah research sites or facilities) with approval from (1) their Department Chair, (2) their Dean's Office, and (3) the Dean's Office of the student's major.

In order to receive approval, the PI should certify that the educational/professional experience cannot be attained online and that:

- a. The student will be closely supervised and follow all health and safety requirements as specified by EHS and the VPR office
AND
- b. The student or any members of their household are not in a high-risk category for serious illness, as defined by the CDC
AND
- c. One or both of the following conditions is met:
 - i. The student is essential to the operation of the project, meaning that the research cannot be conducted remotely and cannot proceed without their participation
 - ii. The onsite experience cannot be postponed because it's required for upcoming degree completion

If these conditions are met and the student's participation is approved, the student and that student's supervisor agree to follow all safety protocols specified by the State and University.

As a reminder, faculty should not pressure students to participate in onsite research. The Faculty Code states: "*University teaching should reflect consideration for the dignity of students and their rights as persons. ...Teachers must ... treat students with courtesy and respect. ...They must not misuse their position, authority, or relationship with students. ... Faculty members have the same duties to students in clinical and research settings, in distance learning, and in other non-traditional settings as they do in the traditional classroom.*" (6-316)

Process for Fall 2020

1. PI submits request to Chair, and explains how the student(s) meet a., b., and c.
2. Chair submits to Dean (or designee, such as ADR) the requests that they approve.
 - a. Chair submits to PI's college
 - b. Chair also submits to student's college (if different)
3. The Chair and both Deans must approve the student's participation before they can proceed, and maintain a written record of the approval.
4. If the student is paid from an account other than 5000 funds, a hiring exception may be required to onboard the student through HR.

Please note that during the "two week pause" from Sept 28 – Oct 9, as well as the period from the Thanksgiving holiday through the winter break, students should be asked to work

remotely. All faculty and staff are asked to minimize their presence on campus during this time.