GUIDELINES & PROCEDURES TO REQUEST UNDERGRADUATE EMPLOYEES IN ONSITE RESEARCH ACTIVITIES
January 14, 2021

In the spring 2021 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)

Important note for 2021: Students visiting campus are expected to participate in weekly COVID-19 testing. Each Thursday throughout the semester students will be notified via their @utah.edu email accounts with information about how to schedule a test during the coming week. Information can be found at: https://alert.utah.edu/covid-19-testing/

Process for Spring 2021 (unchanged from 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.