

March 19, 2020

Dear Colleagues:

Effectively immediately, Office of Research Services (ORS) staff, unless otherwise noted below, will be working remotely through Sunday, March 29, 2020, or such time as the university re-assesses reopening on-site services. In these uncertain times, we wanted to reach out to you personally to assure you that the ORS Team remains committed to supporting DePaul faculty and staff's Sponsored Program and Research Protections needs.

At this time, ORS does not anticipate that working remotely will create any significant disruptions to our work. We will be in regular contact via email, phone and Zoom as needed. We do not anticipate any service reductions at this time. The below text provides select updates on services/ practices of each ORS unit; we encourage faculty and staff to review and familiarize themselves with these updates to facilitate interactions with the ORS Team in the remote work environment.

Also important, ORS has added a link to the bottom of our main web page that connects to funding agency updates on operating practices in light of coronavirus (COVID-19); as ORS updates/ guidance on services become available they will also be linked here. Proposers and awardees are strongly encouraged to monitor this link for updates.

As the situation around novel COVID-19 continues to evolve, we are doing everything we can to be responsive to your needs. Please contact any of our ORS Team members at the numbers/emails below should you need assistance or experience any operational challenges we can assist you with during the remote work period.

PreAward Services

The PreAward Team does not anticipate that working remotely will create any significant disruptions to our work. Staff verified and tested remote access to select key online submission systems as well as access to key internal resources necessary for continuity of services from remote locations. Please note the following good practice guidelines to ensure timely proposal submission.

- **National Security Agency Proposal Submissions:** National Security Agency (NSA) Proposal Submission Systems are accessible only from an on-campus location. Though no proposals to NSA are scheduled at this time, in the event they materialize, ORS staff will schedule phone submission appointments with PIs during which all final proposal materials will be uploaded into the NSA submission system, reviewed by the PI, and released to the funder. It will be important that PIs have all final agency-required materials available for the submission appointment.
- **Proposal Review Delays:** ORS Staff will send an email to Proposal Approvers, in addition to the system-generated email that is already transmitted, at time of proposal routing. We seek Proposal Approver cooperation in making timely approvals, whenever possible 1.5 days in advance of an agency deadline. If a timely response is not available from a Proposal Approver, with AP for Research approval, ORS staff will submit without approval, to insure transmission to the agency in advance of the submission deadline. If subsequent approval is not forthcoming

post-transmittal of an unapproved submission, we will discuss appropriate next steps with College leadership, which could include proposal withdraw, and/or revision, to the extent allowed by a funding agency.

- **Subcontractor/Collaborator Documentation Delays:** In the event documentation from third-party organizations/individuals is unavailable at time of proposal deadline, we will transmit the submission to the funder, where electronic submission systems allow, without necessary documentation. A note or letter, as relevant, will be included in the submission citing the delay in third-party organization/individual sign-off due to COVID-19. ORS will work with PIs to secure required documentation in such situations post-agency transmittal.
- **Proposal Submission Delays:** We anticipate there could be delays in staff using home-systems for electronic proposal submission. Emails with lengthy attachments may take longer to receive, proposal components may take longer to upload into submission systems, and final submissions may take additional time to submit from remote locations, particularly if multiple home users are sharing home systems. We seek your support in encouraging investigators to have *complete proposals* available for submission a minimum of 1.5 days in advance of an agency deadline.

ORS PreAward Team Contact Information:

- Cate Ekstrom: Phone: 312-203-3039 Email: cekstrom@depaul.edu
- Jeff Deaner: Phone: 312-362-7079 Email: jdeaner@depaul.edu
- Alexandra Beiriger: Phone: 312-362-7727 Email: abeirige@depaul.edu

Award Management Services

During this time most of the Award Management Team will be working remotely, but that should not have a significant effect on our services. The Team will be readily available via email during business hours, and if you would like to speak to a Team Member by phone, email them to schedule a time, or leave a voice mail and the Award Management Team member will return the call from their home office. See note below on potential subaward delays.

- **Subawards:** The Award Management Team does anticipate that interactions with other organizations such as universities issuing DePaul subawards or receiving subawards from DePaul, will be slower than usual. In such situations the Award Management Team will work to efficiently facilitate communication with available partner organizations that will likely also be remotely working, and keep PIs apprised of subaward updates as they become available.

ORS Award Management Team Contact Information:

- Doug Petcher: Phone: 312-362-7595 Email: dpetcher@depaul.edu
- Bob McCarthy: Phone: 312-362-5409 Email: rmccart1@depaul.edu
- Sandra Bowen: Phone: 312-362-5457 Email: sbowen@depaul.edu
- Daniela Lampariello Phone: 312-362-6415 Email: dlampari@depaul.edu

Research Protection Services

The Research Protections section of ORS will continue to be available to the DePaul community to the best of our ability to ensure that there is minimal disruption to the research and teaching activities that are reviewed and approved by the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and Institutional Biosafety Committee (IBC). The Protections Team will work remotely, and when necessary in the office, practicing social distancing best practices. See updates below on operating procedures.

- **Committee Meetings:** Any scheduled Research Protections committee meetings will be altered to a ZOOM Meeting format. There may be slight delays in response times for review communications, but all efforts will be made to continue to provide timely service.

The Research Support Facility (RSF):

The RSF, under Federal mandate, must provide daily care to the animals housed within it even during holidays and emergencies. The RSF remains functional and the RSF Team will be taking care of the animals per normal practices daily. Special scheduling of the RSF Team was initiated to implement social distancing practices. The RSF has enhanced the sanitation practices for the safety of both users and facility staff. See updates below on operating procedures.

- **RSF Special Requests:** To the extent possible, ORS requests RSF users' cooperation in minimizing special requests made of RSF Team for the upcoming two to three week period.
- **Facility Entry/Exit:** The RSF has installed hand sanitizer outside the entry door and asks that each person entering and leaving the facility use the sanitizer both prior to entry and upon departure from the facility.

Research Protections Team Contact Information:

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| • Susan Loess-Perez: | Phone: 312-362-7593 | Email: sloesspe@depaul.edu |
| • Jessica Bloom*: | Phone: 312-362-6168 | Email: jbloom8@depaul.edu |
| • Melodie Fox: | Phone: 312-362-7592 | Email: mfox34@depaul.edu |
| • Stephanie Turner | Phone: 312-362-7497 | Email: sturne26@depaul.edu |

Research Support Facility

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| • Janine Kirin | Phone: 773-325-7418 | Email: jkirin@depaul.edu |
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**Ms. Bloom is on leave through mid-April, 2020.*