



**MEMO**

**From: Vivek Goel, Vice-President, Research and Innovation, and Strategic Initiatives**

**To: Members of the University of Toronto Research Community**

**Date: March 17, 2020**

**RE: Shutdown of Research and Protocol for Approval of Critical COVID-19 or Time Sensitive Research**

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In accordance with guidance from government officials, the University is advising that all lab-based research operations be shut down at **Friday, March 20 at 5:00 PM**. We will consider exceptions for critical COVID-19 research and time-sensitive critical projects that are approved by the Incident Management Team based on the University's **protocol** below for the approval of critical or time-sensitive research.

Those who are able to continue their research off-campus should continue as long as it is safe to do so and should assign appropriate work to trainees and staff. For research staff who cannot be assigned remote tasks, HR & Equity has provided [guidance](#) about pay continuance and potential redeployment.

Shutdown of laboratory research operations should be done in a safe and orderly manner according to the [guidance](#) provided by the U of T Research Oversight and Compliance Office.

**PROTOCOL FOR SHUTDOWN OF RESEARCH**

Principal Investigators who are conducting critical COVID-19 or time sensitive research must request permission using this [form](#) to continue research operations through their Department Head (Chair or Dean in Single-Department Faculties). Please send requests no later than **Thursday, March 19, 2020 at 1:00 PM**.

Requests will be forwarded through the Dean's Office to the Research Oversight and Compliance Office at [roco@utoronto.ca](mailto:roco@utoronto.ca). The Vice-President and Provost and the Vice-President, Research and Innovation, and Strategic Initiatives will then determine whether these requests are approved.