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**BOSTON UNIVERSITY RESEARCH  
Field or Off-campus Research Recovery Plan**

As we return to University research, PIs are required to submit a plan for approval of all resuming activities. Please use the [guidance on field and off-campus research provided](http://www.bu.edu/researchsupport/tools-services/research-recovery-toolkit/field-research-guidance/) and the template below to lay out your plans to prioritize physical distancing and other exposure-reducing measures. Plans will be reviewed and approved on a rolling basis.

**Instructions for Submitting:**

1. Save the completed Research Recovery Plan to your computer with lab, center, or PI name in the file name, e.g., “LabName\_Research Recovery Planning”
2. Go to the special [web form](https://www.bu.edu/researchsupport/tools-services/research-recovery-toolkit/submit-a-recovery-plan/resumption-of-field-or-off-campus-research/) for Field & Off-campus Research and fill out the form in full.
3. When prompted in the web form, upload this Recovery Plan, as well as the required [Personnel List](https://www.bu.edu/researchsupport/files/2020/05/Research-Personnel-Template.xlsx). The Office of Research will send to your department chair, as well as your Associate Dean for Research. Associate Deans for Research will provide the Office of Research with a list of those plans they recommend approving.

Please submit questions on the [Research Support website](https://www.bu.edu/researchsupport/contact/contact-us/).

\* Required

Name\*

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Email Address\*

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Laboratory/Research Group Name\*

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School/College\*

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**General Information**

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What type of activity (boating, diving, surveying, etc.) is involved in the field research work?\*

Why is it necessary to conduct this research during the COVID-19 pandemic?\*

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What is the duration of the field research work? For trips requiring overnight stays, what kind of accommodations will the researchers use?\*

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**Location**

In what city and state will the field research work be conducted? If the work is happening outside of Massachusetts, please indicate whether this type of travel and business activity is permissible according to the state’s latest COVID-19 guidance.\*

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Will work be conducted at a site managed by another institution? If so, what are their requirements related to COVID-19 precautions and are you taking steps to obtain approval from the hosting institution, if required?\*

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**COVID-19 Prevention**

Describe the plan for maintaining physical distancing. Please indicate whether you will be working with anyone from other institutions and, if so, how your plans will take that into account. If overnight accommodations are needed, how will you minimize density per room, tent, etc.?\*

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Describe the plan for transporting individuals to the site.\*

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Describe the plan for maintaining six feet distance during work, and the PPE you will use.\*

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Describe the plan for disinfection of common tools and equipment shared among participants.\*

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Describe the plan for conducting procedures that may require close contact, when six feet distance cannot be maintained.\*

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Should you be required to ramp down to only essential activities, what would those activities be and what steps will be taken to restrict activities as soon as possible?\*

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