

This form must be completed and submitted in order to initiate on-campus research and laboratory activities during a period of essential activities only. Please submit this form at least 48-hours in advance of required campus access to allow the coordination of research support. Please submit one form for each project to Research Services (see Approvals Section). Follow-up will be provided by Risk Management.

Criteria of Approval: The criteria for approval of laboratory activities must include the following:

- Adequate personnel available to conduct the research and/or activity while respecting public health recommendations:
 - practice proper hygiene (wash your hands, cough or sneeze into a tissue or the bend of your arm, dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards)
 - maintain physical distancing of at least 2 metres,
 - avoid crowding and non-essential gatherings while working,
 - no more than 5 people for essential gatherings,
 - avoid common touch greetings, such as handshakes,
 - stay home if you are ill.
- All [laboratory rules and procedures](#) to be followed, and
- A demonstrated critical need to initiate on-campus lab activities, which must be clearly justified in this form

Principal Investigator:

Department:

Title of Project:

Level of Project: Faculty Postdoctor Fellow Graduate student

If this research is funded (including from internal sources e.g. start-up) please list:

Sponsor (NSERC, University, etc.)

Program (Alliance, Start-Up, etc.)

Is the research specific to COVID-19?

Yes - Please fill out Appendix

No

Persons who will be using the space: (include role: Post-Doctoral, Graduate Student, Visiting Scholar, etc.)

First Name

Last Name

Project Role

**Contact Email and/or
Cell phone Number:**

Required Access (Campus Security requires all rooms **MUST** be listed otherwise access will not be granted):

1. Building: Room(s):	2. Building: Room(s):
3. Building: Room(s):	4. Building: Room(s):

Ontario Tech On-campus Resources Being Used for Project:

Laboratory Space

Office

X-Ray Laboratory

Laser Laboratory

Biosafety 1/2 Laboratory

Radiation Laboratory

Animal Facilities

Other (please specify):

Required Certifications or Permits for Project:

Human Biosafety Animal Radiation/X-Ray/Laser Other (Please specify):

(Please Contact the Research Ethics/Biosafety/Radiation Safety Officer if you require an update on the status of your project/permit: researchethics@ontariotechu.ca, radbio@ontariotechu.ca)

Please check all the services that you require to support your project:

Research should not proceed without appropriate administrative support (custodial, administrative, financial, and others needed to sustain the research activities)

Science Stores Procurement Shipping/Receiving Autoclave
Hazardous Waste Disposal Other (please specify):

Rationale For Request to Initiate Research and/or Lab Activity (include the length of time / frequency of access that will be needed,, project start and end dates if known, all partners involved and their roles):

How will physical distancing be maintained?

Can workers of external organizations be tracked through campus security? YES NO - if NO, please explain how their work on campus will be tracked and how they can be contacted:

Principal Investigator Acknowledgement:

I, as well as others using the space, have read and understood the information on the [Health and Safety Emergency Preparedness Website](#).

I, as well as others using the space, have read and understood the research facilities and lab safety information on the [research-related FAQs](#).

I, as well as others using the space, will follow all [laboratory rules, procedures](#), and public health recommendations during the period of essential work only on-campus.

Approvals:

1. Please send to your Faculty Dean for review and signature:

FACULTY DEAN

Signature:

Date:

2. Please send to research@ontariotechu.ca for review and signature:

LES JACOBS

VICE-PRESIDENT RESEARCH AND INNOVATION

Signature:

Date:

3. VPRI to Forward Completed Signed Form To:

Risk Management: Jacquelyn Dupuis Jacquelyn.Dupuis@ontariotechu.ca
cc: Health and Safety Office: Maureen Calhoun Maureen.Calhoun@dc-uoit.ca
cc: Research Services: research@ontariotechu.ca
cc: Principal Investigator