

Memorandum

To: University Research Community

From: Andrés G. Gil, Ph.D., Vice President for Research and Economic Development
Dean of the University Graduate School

Subj.: Guidance to FIU Research Community in the Transition to Remote Work Beginning Monday, March 16, 2020

Date: March 15, 2020

The Office of Research and Economic Development (ORED) continues to coordinate with the University the evolving novel coronavirus (COVID-19) situation and potential impacts to the research enterprise.

Today the University announced that FIU is transitioning to remote work beginning tomorrow **Monday March 16 through at least April 4, 2020.**

During this period of remote work, we expect that ORED and the University Graduate School (UGS) will remain fully operational, with the ability to submit, receive and manage research grants. Typically, federal agencies are flexible about deadlines under difficult circumstances beyond our control, such as natural disasters or pandemic events. However, if federal agencies are officially closed, proposals will most likely remain in a queue, pending resumption of agency operations – as has been the case during federal budget-related shutdowns.

While it is inevitable that there will be disruptions to research projects, we want to mitigate such disruptions to the maximum extent where possible. We have prepared important information to the research community in the ORED website. This information can be found at <http://research.fiu.edu/coronavirus/>. Important information will be accessible at this website, including:

- Research Continuity Guidance for Laboratories and Research Facilities
- Steps you can take to ensure continuity of critical functions:
 - Research Involving Biospecimens
 - Remote access
 - Prevention of the spread of illness among your research group
 - Institutional Research Board (IRB)

Based on the transition to remote working, we expect the following:

- **Tomorrow, March 16, 2020 will be the time to transition from laboratory and on-campus operations to remote work.**
- **The research community will be able to continue to communicate with ORED and UGS staff by calling their direct office lines, ORED's and UGS' main number, or through email. The direct line numbers for the staff are also listed at <http://research.fiu.edu/ored/staff-directory/>**
- **Circumstances in which there are critical needs for continued physical operations in laboratories and on FIU premises will be reviewed on a case-by-case basis, and if approved, it will be under specific criteria. Such requests must be sent to Associate Vice President Luis Salas at Luis.Salas@fiu.edu, for review. Please include the employee's name, Panther ID, type of employee (faculty, staff, graduate assistant or student OPS), and justification of needed access, as well s day/times access.**
- **Doctoral students with graduate assistantships working on grants and projects must also transition to remote working, and their assistantships will be maintained.**

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