

COVID-19 Applied Research Guidelines

1.0 PURPOSE

- 1.1 This document is meant to provide guidelines on the conduct of Research, Applied Research, Innovation, and related activities for the NSCC community during the COVID-19 pandemic. The following guidelines address some of the issues related to ongoing research activities.
- 1.2 These guidelines are meant to complement Nova Scotia Public Health directives. Please refer to the most recent information available at the Province of Nova Scotia [COVID web page](#).

2.0 SCOPE

- 2.1 These guidelines apply to anyone planning or engaged in research activity at NSCC or involving the NSCC community.
- 2.2 These guidelines do not apply to research hosted at or conducted by other institutions and organizations. Please refer to their respective research guidelines.

3.0 RESEARCH GUIDELINES RELATED TO COVID-19

These guidelines are adapted from those in use at other Colleges and Universities across Canada. Guidelines will be updated frequently as information from Tri-Agencies or other sources is available.

For the latest NSCC and general health information see: <https://www.nsc.ca/covid19/index.asp>

NSCC Digital and Information Technology (D&IT) has tools to enable NSCC to aid remote work.

3.1 Ongoing Research Activities

- a) Ongoing research projects involving face-to-face contact are currently discontinued to reduce unnecessary physical contact.
- b) Field work, lab work, workshop, classroom activities, and other work that cannot be conducted remotely are discontinued. This is to reduce non-essential travel and potential exposure.
- c) You may wish to create a COVID-19 operations plan for your research group and your stakeholders. This should be coordinated with the Director of Applied Research and reviewed by the Associate Vice-President Research and Innovation.
- d) Research data and records should be backed-up to enable remote-access. If you have questions about best practices in data storage, contact NSCC D&IT.
- e) Ensure precautions to access email/voicemail/network drives/web conferencing remotely and in compliance with information security standards.
- f) To mitigate the potential absence of individual members with specific skills and/or knowledge, consider cross-training and sharing information across your research team.

Executive Sponsor:	Responsible Authority:	Approval Authority	Effective Date:	Date Last reviewed:	Next Review Date:
VP Academic	Director Applied Research	AVP Applied Research	April 1, 2020	May 4, 2020	Ongoing

3.0 RESEARCH GUIDELINES RELATED TO COVID-19 (Continued)

3.2 Research Assistants and Support Staff

- a) Ensure that your entire team is working remotely, unless approvals in place, such as for conducting essential work at a campus location.
- b) Encourage research assistants and associates, and other research personnel to work remotely.
- c) Ensure all contacts for your research team are up to date.

3.3 Internal Grants

- a) All travel, domestic and international, has been suspended, including for research purposes.
- b) Notification of any internal deadline extensions will be communicated via e-mail, and on the new NSCC Applied Research Office SharePoint site.

3.4 External Grants and Funding

- a) Research grant and contract reviews will continue, pending staff availability. Please note that timelines may be impacted.
- b) Grant and grant application extensions are being evaluated at the Federal level.
- c) Any planned peer review activities may be impacted. For updates to external grants and funding, please consult the individual Tri-Agency websites.
- d) It is the responsibility of the lead researcher on a research contract to connect with the funder or other party to initiate a request for an extension or modification.
- e) It is important to note that some activity may require contract amendments. Notify the NSCC Applied Research Office as soon as possible to facilitate changes.
- f) Based on type of funding, work that is outstanding, or needs to be rescheduled, research teams are encouraged to develop revised work plans and/or timelines for external funders.

3.5 Research Involving Human Participants or Research Ethics

- a) The intake and review of new applications will continue if circumstances allow. Researchers should be aware that REB clearance of any new applications may be delayed.
- b) New research related to or arising from the COVID-19 will be given priority for review.
- c) Any research normally conducted face-to-face that cannot be moved online or via telephone must stop for the time being, this is in the interests of public safety and minimizing personal contact.
- d) If research with human participants cannot be postponed, please contact the REB via the REB Chair, kelly.shaw@nsc.ca, and provide details.
- e) Researchers with questions or concerns are encouraged to contact the Research Ethics Board, or Applied Research Office for further information.

4.0 SUPPORTING DOCUMENTS and LINKS

4.1 Nova Scotia Official COVID-19 Webpage:

<https://novascotia.ca/coronavirus/>

4.2 Health Protection Act Order

<https://novascotia.ca/coronavirus/health-protection-act-order-by-the-medical-officer-of-health.pdf>

4.3 NSCC COVID-19 information

<https://www.nsc.ca/covid19/index.asp>

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