April 03, 2020

Dear Research Colleagues,

As CSUSB officials continue to monitor developments of the worldwide coronavirus (COVID-19) disease pandemic, we are providing important information specific to the continuity of research while taking steps to ensure the health of our university community and research participants. CSUSB will continue to forward regular communication updates located on the University’s [CORONAVIRUS (COVID-19)](https://www.csusb.edu/covid-19) website as developments occur. Included in this communication is contact information for research-specific issues.

# RESEARCH WITH HUMAN SUBJECTS

**Pausing Human Subjects Research**

To address research continuity in the face of reduced in-person campus operations and to ensure safety of our researchers, staff, and research participants, the CSUSB IRB is requiring that no in-person research shall be conducted either on or off-campus by any investigators affiliated with CSUSB. The IRBs no in-person human subjects research requirement will remain as the current COVID-19 crisis remains in place but reassessed as circumstances dictate. If you plan to continue data collection and plan to change your data collection methods to virtual or online contact, please document these changes by submitting a Modification Request and step-by-step instructions are located on the [Cayuse IRB website](https://www.csusb.edu/institutional-review-board/irb-application-forms-and-submission-system). Additional guidance and updates on the main [IRB website](https://www.csusb.edu/institutional-review-board).

To receive an in-person research continuation approval, please submit a statement of justification for why the benefits of continuing your research outweigh the risks of potentially exposing participants to COVID-19. This justification should be emailed to the IRB compliance officer (Michael Gillespie, [mgillesp@csusb.edu](mailto:mgillesp@csusb.edu)). In-person research that is continued without the approval of the IRB will be regarded as non-compliant and reported to the [Federal Office for Human Research Protections](https://www.hhs.gov/ohrp/).  This policy is in effect until both the Office of Research *and* the IRB at CSUSB notify the campus that in-person research can recommence. Investigators can, however, submit a continuation request to the IRB for sites outside of San Bernardino located in geographical areas for which social-distancing advisements have been lifted by major health agencies and governmental organizations. These requests can be sent directly to the IRB via [email](mailto:mgillesp@csusb.edu).

As per the previous IRB communication on human subjects research and COVID-19, modifications to research protocols due to the virus must be first approved by the IRB through Cayuse. Before submitting a modification request, make sure to indicate in the Cayuse form’s description box whether you are requesting permanent or temporary changes. If you state the changes are temporary, you will not need to submit a modification request to return to your original in-person protocol, once in-person restrictions are lifted by the CSUSB IRB.

# Personnel Considerations for All Research

As part of CSUBs plan to prevent the transmission of COVID-19, most students will not be returning to campus for an extended period of-time, so plan your activities accounting for a potential reduction in personnel.

If your protocol will change due to reduced personnel, please submit a modification to the appropriate review board (e.g., IRB or IACUC). If you have questions, please contact the Research Compliance Officer, Mr. Michael Gillespie, at [mgillesp@csusb.edu](mailto:mgillesp@csusb.edu).

We recommend that all researchers develop plans now to minimize the impact of disruptions to research activities, and prepare for the possibility that all research activities might be pause

# RESEARCH WITH ANIMAL SUBJECTS

The continued care for animals in campus facilities will be led by Ms. Tori Croom, Animal Care Technician for the Department of Biology and Ms. Alexis Solis, Animal Care Technician for the Department of Psychology under the direction of the IACUC Chair, Dr. Jeff Thompson, and our IACUC Veterinarian. It is not expected that there will be any disruption of research activities.

IACUC will continue to receive and review protocol applications, renewals, protocol amendments (changes/modifications), and reports as these documents are submitted through email. The forms can be accessed on the [IACUC website](https://www.csusb.edu/academic-research/research-compliance/institutional-animal-care-and-use-committee). PIs conducting animal-related research or instructional activities should contact the Research Compliance Officer, Mr. Michael Gillespie at [mgillesp@csusb.edu](mailto:mgillesp@csusb.edu) for general IACUC or related compliance questions or the IACUC Chair, Dr. Jeff Thompson at jthompso@csusb.edu for questions related to on-campus animals or facilities.

If there are any disruptions expected, IACUC will communicate with PIs via email.

# Contacts for questions or concerns:

* Human Participants (IRB): [IRB@csusb.edu](mailto:IRB@csusb.edu)
* Animal Subjects (IACUC): [IACUC@csusb.edu](mailto:IACUC@csusb.edu)
* Animal care veterinary concerns: Dr. Jeff Thompson, IACUC Chair at [jthompso@csusb.edu](mailto:jthompso@csusb.edu).
* Research Compliance: [researchcompliance@csusb.edu](mailto:researchcompliance@csusb.edu)

Sincerely,

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RESEARCH COMPLIANCE:

<https://www.csusb.edu/academic-research/research-compliance>

IRB:

<https://www.csusb.edu/institutional-review-board>

IACUC:

<https://www.csusb.edu/academic-research/research-compliance/institutional-animal-care-and-use-committee>