



MEMORANDUM

Office of the Vice President for
Research and Economic Development

DATE: May 14, 2020

TO: University Faculty

FROM: Lynne Chronister
Vice President, Research and Economic Development

SUBJECT: Ramping up Research and Scholarship at USA

Please find attached the [Research and Scholarship Ramp Plan](#). The plan is in effect as of today's date, the 14th of May, however, it is understood that it may take a few days to comply with all of the requirements.

I realize this plan requires many adjustments to the way we normally carry on our work. I appreciate your understanding.

Some highlights of the plan include:

1. You must have an approved Laboratory Activity Plan and Summer Activity Plan filed with the Dean's Office and the Office of Research and Economic Development prior to beginning your research and scholarly activity.
2. You must abide by the requirements detailed in the plan as you open or continue your research and scholarly activity. This includes but is not limited to:
 - a. Mask use in research areas at all times when more than one person is present in the laboratory.
 - b. Social distancing must be maintained.
 - c. Lab coats must be worn at all times in the laboratory.
 - d. Only one person is allowed in the laboratory at any one time.

3. Also attached is [guidance on research/scholarly related travel](#)