**COVID-19 Policy for On-Campus Research**

**March 19, 2020**

Wellesley College is committed to lowering the risk of COVID-19 infection within our community and to protecting the health and safety of our faculty, staff and students.  This will have significant consequences for the ways in which we do all aspects of our work, including our research. In order to protect everyone working in our research facilities, **we will be closing the research laboratories in the Science Center beginning no later than the end of the day on** **Friday, March 20 and continuing through May 6, 2020.** Faculty who require additional time to close their laboratories may submit a written request to the Provost for an extension of this deadline to Monday, March 23.

Research activities that do not require interpersonal contact may continue but should be conducted remotely. If a faculty member or researcher will be using their private office for research-related purposes, they should observe appropriate social distancing protocols.

**Library Support of Research:** Most staff in the libraries will work remotely to assist you with your teaching and research needs. Library spaces will be open 8:30-4:30 on weekdays for faculty and staff with one-card access. Students will not have access to the library. For safety reasons, please consult the LTS website to ensure that there is one staff member present; if not, we ask that faculty please call Campus Police to let them know that someone will be in the building. Math department faculty may continue to use their offices in Clapp.

**Human Subjects Research:** All human subject research activities involving in-person face-to-face interactions must be suspended immediately.

**Science Laboratory Facilities:** Faculty should contact the Director of the Science Center Cathy Summa for facility-related questions or concerns regarding animal care or maintenance of laboratory cultures, colonies, plants, or instrumentation that require regular oversight.

**Grant Funded Research -** Faculty should contact Liz Demski in Sponsored Research and/or Gretchen Eckert, Director of Post Award Services regarding any grant-specific matters. WCW research staff should contact Anna Dore, Director of Grant and Contract Services, and/or Gretchen Eckert. PIs with external funding should review the guidance below and review and monitor your relevant agency website for updates. In general, the agencies expect PIs to follow normal procedures pertaining to their grants, though they do recognize there may be delays.

**Delays in Project Progress and/or Completion –** If you anticipate project delays due to the COVID emergency, you should alert your program officer. If project completion may be delayed, PIs should follow the normal no-cost extension procedures. If an extension is not an option, the PI should contact Liz Demski (for faculty) or Anna Dore (for WCW research/project staff).

**Salary Charges –** The College will continue to pay allowable personnel costs under grant guidelines for lab staff during this emergency period. The College’s telecommuting policies [link](https://docs.google.com/document/d/1PAYJXXvGgUEW2MvOQ19ytpxq3d8uWkHlfX_2LIpPUTo/edit?usp=sharing) should be observed. Reimbursement should be sought from grants if allowed by the Agency.

**Proposal Delays or Missed Deadlines:** If you have a proposal due during the COVID emergency, you should follow the agency guidelines.

*National Institutes of Health:* It is not necessary to obtain advanced permission for delays in grant application submissions. Instead, applications submitted late must include a cover letter indicating the reasons for the delay. The delay should not exceed the time period that the applicant organization is closed.

*National Science Foundation:*Researchers or sponsored projects office staff from organizations that have been affected and are unable to meet stated NSF deadlines should contact the cognizant NSF program office to discuss the issue. NSF will consider extensions to the submission deadline on a case-by-case basis.

See the NIH/NSF websites below for additional information and ongoing agency updates:

* [NIH Health Information Site: Coronavirus Disease 2019 (COVID-19)](https://www.nih.gov/health-information/coronavirus)
* [Flexibilities Available to Applicants and Recipients...COVID-19](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-086.html)
* [NIAID: Information for Researchers](https://www.niaid.nih.gov/diseases-conditions/coronaviruses?researchers=true)
* [NIH Late Application Policy due to public health emergency](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-082.html)
* [NIH General Frequently Asked Questions (FAQs) – Proposal Submission and Award Management Related to COVID-19](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-083.html)
* [NSF Coronavirus Information (inc. interim guidance for travel, merit review panels and NSF-sponsored meetings)](https://www.nsf.gov/news/special_reports/coronavirus/)
* [Frequently Asked Questions (FAQs): Proposers and Awardees](https://www.nsf.gov/pubs/2020/nsf20053/nsf20053.jsp?WT.mc_id=USNSF_80)

**Travel Cancellation Costs –** In the event travel has been cancelled due to COVID, the College will reimburse personnel fornon-refundable conference and research-related travel costs. Submit receipts through Workday for reimbursement via your Faculty Awards, Provost’s Office conference travel funds, departmental funds, start-up awards, or named chair funds, or contact our office if those resources are not available. Reimbursement should be sought from grants if allowed by the agency.

**Summer Research Program** - The policies covered by this memo will remain in effect until May 6, 2020. We have not yet made any decisions about the summer research program, but we will make an announcement by April 15 to allow faculty and students to plan appropriately.

**Disruption of Scholarly Activity** - We in the Provost’s Office recognize the substantial negative impact that suspensions and closures at the College and in the wider community will have on the scholarly work of many of our researchers. As scholars ourselves, we understand that your scholarship is not just something you *do* but a part of who you *are*. For Science Center faculty in particular who are still dealing with the displacements and delays associated with construction, another closure will be particularly devastating. Please know that we will do everything we can to facilitate remote work and to get our physical research facilities up and running quickly as soon as it is safe to do so.

**CFA and Faculty Appointments** - We appreciate that there will be many concerns about how the College’s appointments process will respond to the effects of these disruptions on faculty scholarship. As a first step, we have received the CFA’s approval to offer all assistant professors the opportunity to extend their post-reappointment contracts and delay their tenure review by one year. We will be contacting fall 2020 tenure candidates in the coming days, as they’ll need to decide this spring whether to delay their reviews; all other assistant professors should be assured that they will have the same opportunity, but will not be required to make the decision at this time. We will continue to consult with the CFA regarding other steps it may take in response to this challenge, but the lives and health of our students and colleagues must be our first priority now.

Andy Shennan, Provost and Dean of the College

Megan Nunez, Dean of Faculty Affairs

Ann Velenchik, Dean of Academic Affairs