



UNIVERSITY OF SOUTH ALABAMA

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-up 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 out research and scholarly activities on campus. The Plan reflects the need for additional diligence to ensure the health and safety of the University community so your support and patience are very much appreciated.

Some highlights of the plan include:

1. You must have an approved Laboratory Activity Plan and Summer Activity Plan on file with the Dean's office and the Office of Research and Economic Development prior to initiating activity in the research environment. If you have had approval for continuing your research in the last two months, please ensure that the plan you submitted is current.
2. You must abide by the requirements detailed in the plan as you open or continue your research and scholarly activity. This includes but it not limited to:
 - a. Masks must be worn at all times when more than one person is present in the immediate research environment,
 - b. Social distancing must be maintained,
 - c. When available, the University Health Survey must be completed. If not completed within one week of its availability, approval for research will be rescinded.
 - d. If anyone has symptoms, they must not be present in the research environment,
 - e. Quarantine is required if anyone is directly exposed to the virus and the individual must be tested. Tests will be provided by the University.

3. Also attached is [guidance on research/scholarly related travel](#). Any travel must be approved by the Dean and Vice President for Research prior to traveling. Included is both local and out-of-state travel. A fillable form is provided for requesting approval. This is in effect during the University travel ban.

Please feel free to contact me by email or phone if you have questions or concerns about the Guidance document.

Listed below are the members of the Sub-committee who provided much time and expertise to developing the plan. Dr. Benjamin Estrada also provided guidance on ensuring the safety of the research community.

Andre Green, Associate VP, Academic Affairs
Robert Sobol, Professor, Pharmacology
Clive Woods, Associate Dean, Engineering
Harold Pardue, Associate VP, Academic Affairs
Mary Townsley, Sr. Associate Dean, College of Medicine
Natalie Bauer, Associate Professor, Pharmacology
William Reichert, Assistant VP, Research
William Guess, Director, Safety/Environmental Compliance
David Furman, Director, IT Risk and Compliance
Christy West, Associate Professor, Chemical and Biomolecular Engineering
Kevin Macaluso, Chair, Microbiology
Kevin West, Professor, Chemical and Biomolecular Engineering
Kevin White, Chair, Civil Engineering
Jack Shelley-Tremblay, Chair, Psychology

LC/bu

Attachment

CC: Tony Waldrop
Mike Haskins