

**Prevention, Protection, Mitigation & Continuity Planning – Research & Sponsored Activities**

**Research Project Preparedness<sup>1</sup> Checklist**

**Principal Investigator:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Funding Agency:** \_\_\_\_\_ **Banner G#** \_\_\_\_\_

**Funding Agency Contact Info:** \_\_\_\_\_

**NU-RES Contact Info:** \_\_\_\_\_

**I. General:**

1. Gather up-to-date contact information for all your students, post docs and employees (cell/home telephone numbers and personal email addresses).
2. Create a plan to communicate with your research team. Who, What, When, Where, Why, How? (e.g., If given a few days to prepare for suspension of non-critical research operations develop scenarios for continuity of your research activities.).
3. Identify critical activities/operations essential to continuity or protection of your research activities.
4. Identify essential project personnel and make sure they know what to do in the event of access to the lab is restricted, research activities are suspended or work can be performed off-site.
5. Backup your research data, is your research data secure, available via remote access? [Note: please review all data security requirements, data privacy protocols and University policies to confirm regulatory compliance if accessing data remotely.]
6. Inventory essential supplies; do you have sufficient supplies to maintain your critical research activities for an extended period of time?
7. Inventory equipment; can equipment be shut down without loss to critical research data/material or the integrity, functionality of the equipment, if not, what are the monitoring and maintenance plans for the equipment?
8. Review salary support on existing extramurally funded projects. Circumstances may prevent personnel for working on the extramurally-funded project (and therefore charging salary to the project). Are there contingency plans for paying these individuals (e.g., cost transfers to discretionary or operational funds).
9. Plan for remote proposal submission and award management.  
Log into eCLAWs via: <https://epaws.northeastern.edu/eclaws>  
Log into ePAWs/Coeus via: <https://coeus-web.neu.edu/epaws/login>
10. Check travel restrictions before making travel plans and/or traveling.

**II. Special Considerations (as applicable):**

<b>Human Subjects</b>	
<b>Animals</b>	
<b>BioSafety</b>	
<b>Data (including PHI and PII)</b>	
<b>Export Controls</b>	
<b>Shared Facilities</b>	

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<sup>1</sup> NU-RES thanks the University of Pittsburgh for its "[Pandemic Preparedness Guide for Researchers](#)" and Carnegie Mellon University for their contributions to preparedness and research administration.

**Project Personnel**

Name	Role	Personal Email	Personal Tel. #

**Administrative Personnel**

Name	Role	Personal Email	Personal Tel. #

**III. Research Activities That May Require Heightened Monitoring:** NU-RES, in conjunction with EH&S, Facilities, ITS & the NU Police Department, is maintaining a database of all research activities that require additional monitoring in the event of disruptions or suspension of research activities. Please contact Eva Pasadas, Director, Grants & Contracts, NU-RES at [e.pasadas@northeastern.edu](mailto:e.pasadas@northeastern.edu) if you have any questions or concerns regarding research continuity.

For more information see [NU-RES' COVID-19 Updates web site](#), which is being updated regularly.