



THOMPSON RIVERS UNIVERSITY

Template for Individual Project-Specific Research Continuity Plans
To be completed and returned to the Office of Community Safety and Emergency Management (Attention: Stacey Jyrkkanen: sJyrkkanen@tru.ca)

See the **TRU Research Advisory, with Guidelines on Research Continuity Planning** for up-to-date information on research planning:
<https://www.tru.ca/research/guidelines-for-research-continuity-planning-covid-19.html>

Due April 27, 2020

Principal Investigator	
Department	
Title of research project	
Number of research staff and students	
Funding source (if applicable)	
Brief description of the project	
Synopsis of modified research plan (i.e., changes to work spaces, REB approval, travel, communications)	

Knowledge / Skills

Research teams may include persons (postdocs, students, or staff) with unique knowledge or skill, whose absence would cause grave difficulty for the project. What plans are in place to mitigate that risk (e.g., cross-training, sharing of knowledge, project documentation, etc.)?

Continuity Plan for Unique Knowledge & Skills

Graduate Student and Undergraduate Student Outcomes

In the event of a disruption, would there be reasonable opportunities to adjust requirements to allow for the successful conclusion of the student’s research program or project? Could the work to be completed in a modified form or in another venue, online, or at home?

Continuity Plan for Completion of Graduate and Undergraduate Research

Backup Research / Scholarly Data / Other Vital Records

Any disruption, minor or major, can affect continuity of access to data.

Vital Document Name	
Format	
Responsible Person	
Location of Original	
Location of backup (if any)	
Impact if lost	
Regulatory/Legal/Compliance/Contractual Implications	
Continuity actions to mitigate against loss	

Work From Home

Have you ensured that you and/or your team have the IT skills, systems, and support to work from home?

Preparedness

Verify your access to on-campus resources from home, including:

- Voice Mail
- Email
- Accessing network drives from off-campus
- Web conference services

- Academic learning technologies (Moodle, Blackboard, etc.)

Communication Planning

Communication with faculty, staff, students, and/or community partners following a disruptive event is extremely important. Is your project's emergency contact list updated and in the hands of all those who should have it? Do you have shared contact information for all members of the research project team (where applicable)?

Continuity Plan for Project Communications

Sponsors

Sponsored research projects have a special vulnerability to disruptive external events. Do your award or contract documents (if applicable) specify procedures for requesting exceptions in the event of disruption (e.g., deadline adjustments, budget adjustments, etc.)?

Continuity Plan for Sponsored Research

Specialized Risks

Refrigeration Risk

The impact of freezer failure can be mitigated in various ways (e.g., generator backup, availability of other freezers and equipment, etc.). If you work involves refrigeration, what is your continuity plan?

Continuity Plan for Refrigeration

Supplies

Some research projects have important supplies (consumables) whose stock-on-hand needs to be adequate in case the supply chain gets interrupted.

Continuity Plan for Maintaining Appropriate Supply Stock

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Key Equipment

Does your workplace, lab, studio, or office have any vulnerabilities (i.e., sensitivity to water, temperature, humidity, dust, vibration, or a requirement for continuous utilities)?

Continuity Plan for Research Equipment

Key Equipment	Vulnerability	Planned Mitigation Measure