Research Continuity Contingency Plan
College of Engineering

Version dated: March 11, 2020
Send comments to: hmsolo@miami.edu

In the event that our campus were to close due to a hurricane, pandemic, or other emergency situation, faculty and students should be prepared to continue their research activities as circumstances allow. This document describes the expectations of the College of Engineering (CoE) for all faculty and research staff (including students who participate in research activities) and provides guidelines and resources to ensure that research activities continue to progress.

Participation in research activities during times of restricted activities as deemed by the University of Miami are expected to continue as long as they are consistent with the University restrictions. For example, in the case of limited travel requirements, research activities are to comply with these limitations. In the event that the campus is closed, research is to continue through remote access as the circumstances permit. It is understood that some contingencies may be afforded for extreme circumstances, such as the maintenance of research animals and cell cultures. These contingencies in terms of accessing the University of Miami facilities are to be consistent with the guidance provided by the University. Faculty and research staff are expected to check the guidance frequently during times of restrictions. The link for such information is: www.news.miami.edu/coronavirus.

Faculty are to maintain communications with their research staff and to provide guidance on expectations consistent with the restrictions placed by the University. To facilitate research continuity, faculty are expected to:

1) Maintain communication, as possible, with their research staff. In the case of power outages, it is understood that communications may be limited. Once power is restored, faculty and research staff and students involved in research are expected to communicate in terms of research continuity.
2) Maintain rosters of telephone numbers in the event that email access is restricted.
3) Sharing of research files through a cloud based system such as Box or Google Drive is recommended.
4) Develop for plans for remote communications to facilitate research progress including for example the use of videoconferencing capabilities. Blackboard has a feature (Ultra Collaborate Backboard) which can be set up for meetings independent of classroom

teaching. Microsoft Teams can also be used for videoconferencing. Faculty are encouraged to use the videoconferencing capabilities of their choice.

5) Maintain communication with CoE research administrative staff as appropriate. For pre- and post-award administrative reporting, faculty are expected to communicate through the College of Engineering research administrative contact person who in turn will communicate with ORA concerning extensions for pre- and post-award deadlines. The current College of Engineering research administration contact person is Maria Rojas (mrojas@miami.edu) with a cc to the Associate Dean for Research (Helena Solo-Gabriele, hmsolo@miami.edu, cell 305-989-9103). In the event that Maria Rojas nor Helena Solo-Gabriele can be reached, Daviane Lastra (Dxl694@miami.edu) would serve as the CoE research administrative contact for CoE. The CoE research administrative contact will then communicate with ORA to coordinate extension requests on behalf of CoE faculty.

6) On technical matters associated with progress in research activities, faculty should communicate with their program managers about issues that impact research progress. Please keep the College of Engineering Associate Dean for Research informed of such communications as these interactions may have administrative implications that may require communications with ORA.

Research staff are expected to:

a) Maintain communication with their research supervisor. This includes checking email messages and text messages, as possible.

b) Maintain a back up of research materials in a format deemed appropriate.

c) In the event that communications are halted continue research work, as possible. Examples include analyzing available data from laboratory notebooks, developing plans for writing up research, and writing up research related results.