**Request for Authorization to Utilize Core Facilities**

updated April 24, 2020

**During Campus “Shelter in place” Phases**

Purpose:

* To provide a process by which Campus Research Core Facilities (CRCF) could ramp-up services and respond to UCD researcher requests to support critical research under the various phases of operations during the gradual return of research activity while maintaining public health requirements.

Essential Principles:

* Physical safety and mental health of UCD staff and faculty are of utmost importance. This guidance does not infer that UCD Aggies should be required to return to the workplace if they are in a high-risk group or uncomfortable in doing so.
* This guidance does not supersede unit-level or college-level guidance.

**Process:**

1. The CRCF outlines its COVID-19 management plan including relevant Standard Operating Protocols (SOP), posted instructions to researchers, and other communications using OR guidance and submits it to RCFP for review. These SOPs should be fully vetted by each facility’s Facility Advisory Committee (FAC).
2. A “CRCF Project Request Form” to use a Campus Research Core Facility is submitted to the facility director for consideration.
3. Faculty director/Technical director reviews for feasibility in compliance with their Covid-19 mangement SOP and campus guidelines. The FAC may be consulted, if appropriate.
4. If approved, the CRCF Project Request Form is sent to the CRCF governing unit.
5. That unit will review and provide notification of approval/denial to the CRCF and the PI.

For more information:

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