**Request for Core Faculty to undertake**

**time sensitive domestic research travel during COVID-19**

As per the information from the Provincial and Federal governments and from Royal Roads University, travel restrictions are in place during the COVID-19 pandemic. Travel within Canada that is deemed time sensitive and essential for research purposes requires justification and approval of the appropriate Dean or Vice Provost and the Vice President Research and International.

Please provide the following information in addition to the university’s travel request form:

Name:

Dates of travel:

Destination(s):

Note: travel must be within Canada

Research Project. Please provide a brief description of the research project (a paragraph or two is sufficient unless you’d like to provide more detail).

1. Why is this travel for research considered essential? Why must the travel happen at this time?
2. What alternatives to travel have been considered and why have they been deemed to be not appropriate?
3. What are the potential impacts to the research if this travel does not occur at this time?
4. Are you able to travel to and from your destination(s) in compliance with current government and university travel advisories and restrictions? Please explain. Please provide links to relevant information regarding travel to and at the destination.
5. What advisories, restrictions and guidelines are in place at the destination(s) to which you will be travelling and any regions or areas through which you might be travelling? Please outline those advisories, restrictions and guidelines below and how you will ensure they are adhered to and provide links to that the advisories, restrictions and guidelines.
6. If your research will bring you into contact with other individuals, how will you ensure that required and effective physical distancing and other safety protocols are followed? Please identify each safety protocol and the measures to ensure that each is followed.
7. If your research will bring you into contact with remote communities or vulnerable populations, please provide evidence that your visit is still welcomed by that community or vulnerable group. How will you ensure that required and effective physical distancing and safety protocols are followed? Please identify each safety protocol and the measures to ensure that each is followed. Please confirm that each safety protocol and the measure to ensure each is followed has been developed with the community or vulnerable population, and provide evidence of that development and agreement to the protocols and measures.
8. What plans are in place should you, or an individual you come in contact with, develop COVID-19 symptoms?
9. Please note that if your research includes data collection with human subjects, you are required to get approval from the Research Ethics Board (REB) for an amended consent form before travel can be approved. The form must include a section on safety protocols that will be followed, and must include a place for the human subject to sign acknowledging/agreeing that all safety protocols have been adhered to, that they understand the risks of participating during the pandemic, and that they absolve the university of any liability in the event that they contract CoVid-19 as a result of their participation in the research. This revised consent form must have REB approval before travel will be approved.

By signing below, you hereby confirm that you will follow all recommendations provided by the Government of BC, Government of Canada, WorkSafeBC, the Public Health Service Agency of Canada, and the government and health authorities/agencies of the location(s) of the travel destination and any locations/regions through which you will be travelling.

It is recommended that you purchase travel insurance and refundable tickets (e.g., flights). It is your responsibility to understand any restrictions associated with the travel insurance and refundable fares with regard to COVID-19 or any other emergency. By signing below, you hereby acknowledge that, in the event the travel is cancelled (e.g., flight, ferry, hotel), reimbursement, if allowed under the terms of the grant, would only be from available grant funds where the expense would have been coded.

By signing below you hereby confirm that you have checked the guidelines in effect on the day you are submitting this request and that you will continue to monitor the guidelines for the province of BC, the policies of the university, and the guidelines for the destination(s) to which you will be travelling up to and including the time of travel.

By signing below, you hereby confirm that you have received REB approval for a consent form for research with human subjects as per item 9 above.

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Signature of faculty member Date

Dean or Vice Provost comments:

Approval recommended Yes / No

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Signature of Dean or Vice Provost (or via email) Date

Vice President comments:

Approval recommended Yes / No

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Signature of Vice President (or via email) Date