Suggested Activities for Research Staff During the COVID-19 Assignment to Remote Work

*Amendments to the original version of this document dated April 14, 2020.*

**PROJECT-SPECIFIC ACTIVITIES**

(These activities may be completed and the effort expended can continue to be charged to the project grant or contract:)

I. **Internal and External Virtual Training Opportunities**

- CHOP ATOP Basic/Translational Research Community Forums*
- CHOP Research Events & Symposiums
- CHOP ARCUS Data Education
- CHOP LabArchives Webinar Sessions
- NIH Webinar: Supporting Yourself and Your Trainees During the Coronavirus Pandemic (Taped Panel Discussion Available 4/21/20)*
- Virtual NIH Activities for Trainees Outside the NIH
- IACUC Online Training and Other Related Training*

II. **Research/Project Team Continuity Activities**

- Continue to hold standard/weekly lab and individual meetings (WebEx, Bluejeans, Conference calls, as appropriate).
- Assign lab staff the task of drafting their own weekly productivity plans for review by the Principal Investigator or Lab Director.
- Work on producing reviews and papers related to the ongoing research, both writing and reviewing those of others in the research team.
- Review calendars of upcoming lab meetings to assure invitees are current and work on developing project-based agendas for upcoming meetings.
- Review IRB, IACUC, and IBC protocols to ensure information is current and consistent, especially listings of support personnel on these protocols.*

III. **Project Maintenance or Reporting**

- Update all documentation related to lab activities.
- Design next step experiments, including researching various methods.
- Develop timelines and steps for re-initiation of projects (i.e., research ramp up).
- Clear progress reports that are overdue or begin work on upcoming progress reports.
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- Perform any lagging data entry.
- Resolve outstanding data queries from data managers, sponsors, monitors.
- Perform congruence reviews of the project description, terms, conditions of research agreements (e.g., grants, contracts, MTAs, DUAs, etc.) and approvals (i.e., IRB, IACUC, IBC, COI, etc.) to confirm that research is conducted as described and agreed/approved, working with PI to resolve the discrepancy with the relevant oversight unit.
- Audit the project: Check a sample of study/project records for completeness and adherence to any existing SOPs, or request a remote quality assurance review from the Office of Research Compliance by emailing orc@email.chop.edu.*
- Archive documentation for projects/studies that have closed using the LabArchives technology.
- Reviewing compliance protocols for accurate information (e.g. current personnel).
- Write/edit/read manuscripts for publication.
- Write abstracts for upcoming meetings.
- Analyze data sets and generate figures.
- Set time to discuss the research portfolio with your Research Business Manager.
- Update clinicaltrials.gov records, and enter available results data, when applicable.*

IV. Clinical Projects

- Complete outstanding chart reviews.
- Address any outstanding findings from monitoring visits.
- Update (or create) your regulatory binder (if electronic).
- Read consents, protocols (IIT), and other essential documents for needed editing.
- Research what is required to transition the Informed Consent Process to an online process.
- Work on patient/subject marketing and advertising material creation and editing of flyers, pamphlets, brochures, etc.

GENERALIZED ACTIVITIES

(These activities may not be project-specific and may require movement of effort to the COVID-19 cost center or departmental cost center:)

Lab Upkeep:

- Organize lab databases.
- Update protocols and organize into a single system.
- Review current lab inventories (as able) to track what may be needed in preparation for “re-populating” the laboratory.
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- Organize current files on server space.
- Delete old files from personal and shared files.
- Write Standard Operating Procedures for the lab. In general, any protocol/procedure that you currently oversee, could become an SOP.
  - Some examples:
    - On- and off-boarding of students and staff into and out of the lab
    - Data flow within the lab (what gets saved where and by whom)
    - Protocols/materials/procedures that need to be done at regular intervals in the lab/on the research team (i.e., checking expiration dates, confirming accuracy of scales, etc.)
- Create data dictionaries.
- Create engagement plans for future student research involvement, including listing relevant seminars and training modules.

Working ahead:
- Search for funding opportunities that are not the “usual” choices for submission. A growing number of COVID-19 funding opportunities are provided on the Research Institute COVID-19 website.
- Write new proposals/abstracts for future funding.
- Perform literature searches for review articles.
- Identify needed Data Use or Material Transfer Agreements and set groundwork.
- Identifying new/upcoming human or animal protocol work and initiate baseline information.
- Explore new scientific questions and work on experimental design.
- Create a library of reference text addressing methods sections of future papers for documentation.
- Draft any materials you need for new studies (e.g. surveys, recruitment scripts, data code books, etc.)

Research-related activities:
- Conduct literature reviews of existing evidence and/or benchmarking that may be generally helpful.
- Write manuscripts with students.
- Hold weekly journal clubs to review historical literature.
- Learn how to create videos regarding your lab’s work for communication to the public. Contact Research Creative Services for more information.
- Identify new collaborators for projects using the Collaboratives link on the Research Institute website.
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**Updating your information and research compliance profiles:**

- Review your Conflict of Interest Disclosures in the eCOI Disclosure System to verify that your annual outside interest disclosure for FY20 is up-to-date.
- Complete all mandatory and optional Human Research Protection Program Training.
- Complete all mandatory and optional Responsible Conduct of Research Training Programs.

**Additional Ideas:**

**Learning to talk about your research**

- Write lay summaries for the research being conducted in your research group that could be used by development/fundraising.
- Consider updating or creating a lab website.
- Consider whether there is value to developing the lab’s social media presence within the CHOP guidelines by contacting Creative Services here.
- Develop infographics or tip sheets about faculty research findings. Contact Creative Services for more guidance at researchcomm@email.chop.edu.

**Open Science**

- Review open science policies for funders for the lab; if at the end of the project, data will need to be shared on an open science platform, for example, NIH Public Access Policy.

**Skills**

- Explore LinkedIn Learning, an on-demand learning solution.
- Take online course in skills that are necessary for your job (i.e., learn to use Redcap more efficiently, etc.).
- Complete online tutorials on IT platforms that are necessary for your job (i.e., manipulating data in excel, reference formatting software).

**General Updates**

- Update your CV, BioSketch, or online profile. Contact Creative Services for more guidance at researchcomm@email.chop.edu.
- Create/update your signature block in Outlook following CHOP Branding Guidelines.
- Clean up your contact list in Outlook, adding pictures to Contact Cards to associate names and faces.