Research Continuity Planning Checklist

Pre-Disaster Considerations:

-Have pre-event responsibilities for research continuity been identified for campus executives, the Office of Sponsored Project, Deans, Departments, Organized Research Units, and Principal Investigators?

-Have post-event responsibilities for research continuity been identified for campus executives, the Office of Sponsored Project, Deans, Departments, Organized Research Units, and Principal Investigators?

-Have you developed (prior to an event) the principles, policies, and procedures for resuming research programs after an event? (Presuming that facilities and resources may be limited and so projects may need to be restored based on the priority that your campus establishes.)

-Have you set up a *Research Recovery Advisory Team*, or similar organization to assist management in conducting research recovery activities?

-Do you have a mechanism to provide for known or probable research recovery costs?

-Have you planned for backup communications with researchers in case telecommunications break down?

-Have you considered the use of shared bio-storage or other methods of mutual support such as agreements with other campuses to store specimens or other research materials that could be used to continue research projects should your lab facilities be damaged?

-Does your organizational culture support the concept that researchers are expected to return to work as soon as it is safe to do so in order to begin research recovery efforts?

-Have you designated qualified researchers to be part of the damage assessment team?

-Are expectations for performance to prepare for and respond to emergencies reflected in job descriptions, hiring decisions, performance evaluation and promotion policies?

-Are there any contingencies regarding grant-funded positions should research projects be interrupted by a disaster?

-Are there contingencies to possibly transfer graduate research assistants to other campuses to work temporarily with a co-investigator on a project, so that the student can finish the semester?

-Will the damage suffered in the disaster also affect continued compliance with state or federal regulations?

-Do you have adequate security personnel to guard damaged research facilities?

-Museum and certain library collections may be the most difficult and expensive research materials to replace. Have you identified recovery strategies to suit your needs?

-After a disaster event, you may be requiring that certain staff report to work, and that certain staff remain off campus. Do you have strategies for dealing with what might be perceived as unfairness? Is there a leave policy for disasters?