

From: [Dean of the Graduate Division](#)
To: [Dean of the Graduate Division](#)
Subject: Rotational Training and Other Educational Research Activities
Date: Wednesday, September 2, 2020 11:38:19 AM
Attachments: [STUDENT RESEARCH ENROLLMENT .xlsx](#)

September 2, 2020

TO: TOTAL CAMPUS DEANS
ASSISTANT DEANS
GRADUATE DEPARTMENT AND GROUP CHAIRS
GRADUATE ADVISORS
GRADUATE COORDINATORS
CAMPUS DEPARTMENT CHAIRS

FR: SANDRA A BROWN, Vice Chancellor for Research
JAMES ANTONY, Dean of The Graduate Division
SUBJ: ROTATIONAL TRAINING AND OTHER EDUCATIONAL RESEARCH ACTIVITIES

A key element of the Research Ramp Up process has been and will continue to be ensuring that on-site research activity remains at a low density, in compliance with County Public Health orders and campus policy directed at reducing the risk of community spread of COVID-19. As students return to campus for Fall Quarter, many will be joining labs and research facilities for rotational training and/or research coursework. The addition to a lab of students enrolled in rotational training or research coursework will *not* count against a lab's 25% cap for personnel on-site at any one time, but the PI/lab manager must factor the presence of these students into their social distancing planning – which means that work schedules for their staff may need to be adjusted to accommodate more people while maintaining necessary physical distance among all of those on-site.

To ensure that data on building density remains accurate without placing significant administrative burdens on PIs, the procedure for including students (undergraduate, graduate, or professional) engaged in training rotations or other educational research activities on-site will be as follows:

1. Activities that can be conducted remotely should be conducted off campus. Students should be in research facilities only to engage in research activity that cannot be conducted remotely.
2. Each lab must continue to adhere to all social distancing, face covering, PPE, and sanitization requirements. For instance, the restriction of 1 person per aisle in a wet lab remains in effect until further notice. Bringing students into the lab for research training will require that PIs and lab managers work together on scheduling to ensure that the addition does not result in violation of these guidelines.
3. Students who will be located in a lab for fewer than 4 weeks do not need to be added to that lab's on-line Research Ramp Up plan.
 1. Departments should maintain a listing of all students engaged in these rotations, and identifying the labs among which they will be rotating.
 2. Departments must confirm that all labs among which students will be rotating have completed a Training Risk Mitigation Plan (TRM) or an Alternative Risk Mitigation Plan

(ARM) that specifically addresses training. Departments can confirm this by sending a list of those lab PIs to researchrampup@ucsd.edu for ORA to check. Please use the attached spreadsheet (1st tab, “short-rotation students, labs”) to identify PIs whose labs require confirmation of a complete Training Risk Mitigation plan.

4. Students who will be training in the same lab for more than 4 weeks will need to be added to that lab’s on-line Research Ramp Up plan.
 1. PIs can email the name, course enrollment, email, and dates of the student’s rotation to researchrampup@ucsd.edu for ORA to add to the on-line plan.
 2. Alternatively, departments can send a single list of those students, their relevant course enrollment, the labs in which they will be training and the dates of their training to researchrampup@ucsd.edu for ORA to enter into Ramp Up plans. A spreadsheet for this purpose is attached; please use the second tab (Long-term rotations) to identify those students and the labs in which they will be working.
5. Students must be identified as enrolled in research coursework, or otherwise be confirmed by the department to be rotating among labs as part of their on-site education. In the event that a change in campus status requires the reduction of on-site activity, students confirmed by their departments will be a higher priority for continued on-site access than students who are not.

Changes in campus status and public health orders may require changes to these procedures. PIs and Departments with questions should contact ORA at researchrampup@ucsd.edu.