

# **2020 MESSAGES FROM VPR**

Below are prior message updates from the Vice President for Research:

- [Further Guidance for Eating at Assigned Desks | Posted November 19, 2020](#)
- [Winter Session Guidance for Research Labs/Studios | Posted October 13, 2020](#)
- [Lab/Studio Reopening Updates: Group Meetings, Extended Hours | Posted September 21, 2020](#)
- [Resumption of Undergraduate Participation in Research Labs and Studios | Posted August 28, 2020](#)
- [Guidance for Research Labs during Temporary Transition to Online Instruction | Posted August 19, 2020](#)
- [Labs/Studios Transition to Phase 3 starting July 13 | Posted on July 7, 2020](#)
- [Two updates for the Lab/Studio Reopening Playbook | Posted on June 29, 2020](#)
- [Lab Reopening Update | Posted on June 1, 2020](#)
- [Laboratory, Studio and Library Reopening Information | Posted on May 18, 2020](#)
- [Federal Funding Opportunities | Posted on May 11, 2020](#)
- [Information about the Research Task Force | Posted on April 30, 2020](#)
- [Notre Dame Research Spending Guidance as a Result of COVID-19 | Posted on April 14, 2020](#)
- [Moratorium on Decisions to Allow Exceptions to Research Lab Suspensions | Posted on April 6, 2020](#)
- [Details of Research Lab Operation Suspension | Posted on March 20, 2020](#)
- [Research and the Novel Coronavirus | Posted on March 12, 2020](#)

Additional messages from ND senior leadership include:

- [Update on building access and guidance on eating for the remainder of the semester | Posted November 3, 2020](#)
- [Winter Session Planning Update | Posted on October 22, 2020](#)
- [Food and Student Parking Options during Research Reopening | Posted on June 19, 2020](#)
- [Sponsored Program Expenditure Guidance in the Context of the COVID-19 Financial Challenges | Posted on April 9, 2020](#)
- [COVID-19: Continued Expenses on Grants | Posted on March 26, 2020](#)

For the most updated research information, please visit [research.nd.edu](https://research.nd.edu).

## (VPR - 20200312) Research and the Novel Coronavirus

Dear Colleagues,

I am writing to follow up on the communications from Fr. John, Provost Burish, and Bob McQuade regarding the University's response to dealing with the dangers of the novel coronavirus, COVID-19. Notre Dame Research is in close communication and coordination with the Provost, the Graduate School, Deans, and Department Heads to help address questions that relate to the ongoing conduct of research and scholarship.

The health of Notre Dame's faculty, staff, and students is our top priority. The University remains open and committed to its mission of research and scholarship. It is expected that research operations will continue with research personnel meeting their responsibilities while maintaining appropriate preventative actions as have been outlined by the CDC and the University. The most current University information and resources can be found at [cononavirus.nd.edu](http://cononavirus.nd.edu).

If your research requires you to be on campus, then you should continue to come to campus to do that work. Graduate and professional students and postdocs will continue to have access to campus, including to their offices and lab facilities. However, faculty and students who suspect they may have been exposed to the coronavirus should self-isolate as recommended by the CDC and University. Faculty are also encouraged to offer graduate students the flexibility to work remotely when possible as we implement social-distancing practices to deal with the coronavirus threat. Further, if a workstation allows social-distancing, good practices should be implemented.

For the most part, research programs will follow guidelines of the University, including:

- Effective immediately and until April 12, all large (i.e., 100+ attendees) academic and administrative University-sponsored, in-person events should be canceled. Moreover, gatherings of any size should ensure that appropriate social distancing (i.e., six feet between attendees) is observed."
- All University-reimbursed international travel is prohibited through April 13. All personal international travel is strongly discouraged. University-reimbursed domestic travel must be postponed or canceled unless an exception is granted by a dean or supervisor.
- Returning travelers coming from a country that the CDC has placed at a Level 3 warning (or does in the future) must self-isolate for 14 days and present medical clearance from a physician. Others should self-monitor and isolate as necessary. Information on self-isolation and travel can be found at <https://cononavirus.nd.edu/travel-information/>.
- Travel reimbursements for canceled travel, which cannot be re-purposed for future travel, and are to be paid from University departmental may be reimbursed whether the cancellation is discretionary or outside of the control of the traveler. Canceled travel costs for sponsored travel, to be paid from grant-funded travel may be reimbursed when the travel has been canceled due to circumstances beyond the traveler's controls. Please contact NDR for more information.
- For Human Resources guidance, see Robert McQuade's email "[Important guidance on coronavirus workplace implications](#)" from Wednesday, March 11.

Funding sponsors are beginning to provide guidance regarding potential impacts to research. NDR will continue to monitor these communications. The link below provides the currently available federal agency guidance: [www.cogr.edu/institutional-and-agency-responses-covid-19-and-additional-resources](http://www.cogr.edu/institutional-and-agency-responses-covid-19-and-additional-resources)

In general, funding agencies are advising researchers to follow institutional and local policies and requirements related to COVID-19, and to communicate with program officers regarding anticipated cancellations, disruptions, or delays of research activities, travel, conferences, or programs.

There is a possibility that the University will need to implement tighter social controls or to close the campus to non-essential personnel. To prepare for such a scenario, research groups are asked to make contingency plans to maintain research continuity and to identify essential personnel who are required to support research continuity in the event that limited staffing or additional restrictions on campus operations become necessary. We believe that we will make better decisions if we have prepared for these scenarios. But, please remember, no closure of campus has been declared at this time.

We understand that some questions you have are unique to your research program or situation. Staff of NDR are available to assist with these questions. Both our research hotline, +1 574-631-7432, and our general email address, [research@nd.edu](mailto:research@nd.edu), are actively monitored at this time. We will continue to update research-related information as more information becomes available on [coronavirus.nd.edu](https://coronavirus.nd.edu).

Sincerely,

Bob Bernhard  
Vice President for Research

## (VPR - 20200320) Details of Research Lab Operation Suspension

Dear Colleagues,

With the announcement that the University plans to suspend laboratory research operations and limit access only to essential personnel on Friday March, 27, I write to inform you about how we will manage the ramp down process. I want to emphasize that although lab operations are suspended, we hope faculty, post docs, graduate and undergraduate students can still find ways to be productive remotely by engaging in computational and simulation work, data analysis, paper and proposal writing, and other similar activities. The Deans and I stand ready to assist in any way that we can.

This letter is intended primarily to help address the following:

- The ramp down and maintenance of labs affected by the decision to suspend lab research operations
- The operations of certain key research facilities
- Information about the financial support of students and staff affected by the suspension of lab operations
- Accommodation for the effects of these suspensions on professional and career development

Follow-up information to this letter and other sources of information can be found on the following sites

- General news about Notre Dame's response to the COVID-19 pandemic <https://coronavirus.nd.edu/>
- Research continuity information and FAQ's <https://coronavirus.nd.edu/academics/research/>

### Research Labs on Campus

Faculty with physical research laboratories on campus will be required to ramp down the condition of those laboratories to a state that we will refer to as "hibernation" by close of business on March 27. By hibernation, we mean that instruments, machines and test articles will be shut down or put in standby condition, with the expectation that they can be ramped up from this condition to normal operation after the laboratory operations suspension is lifted. We are not expecting any labs to go through an exhaustive or expensive shutdown procedure that would require major costs or jeopardize the future operation of the equipment. We expect that hibernation mode will mean that in some cases equipment such as pumps will continue to run and coolant will continue to circulate.

I understand that this hibernation mode might require monitoring, including having essential personnel (typically a staff member if available) visit the lab periodically to ensure the instruments are still in stable condition, to replenish essential supplies or to respond to an alarm. We expect that no graduate students or post-doctoral fellows would be designated as essential personnel without compelling justification. I believe your list of essential personnel should already be in the hands of the appropriate Associate Deans (Steve Corcelli, Mark McCready, or Jim Brockmole) or Melanie DeFord with the appropriate justification. Please contact them if you have not done so already or you need to make modifications. You will receive approval of your list of essential personnel and your ramp down plan from the Dean's or VPR's Office by noon on Tuesday, March 24.

You should begin to implement the ramp down plans now, with the expectation that all labs will be completed by March 27 or sooner. If you believe that you will need an exception to this deadline, we recommend you consult with Associate Deans Mark McCready, Steve Corcelli or Jim Brockmole or Assistant VPR Melanie DeFord as appropriate, as soon as possible.

***From now until ramp down is complete, please emphasize social distancing, cleaning surfaces that are touched (e.g., door handles and tables), de-densifying work spaces, scheduling rotational access to maintain reduced occupancy to enable preserving safe distances, improving remote work options, etc. Also, please listen closely to the concerns of graduate students, post docs and staff. No one should feel compelled, either directly or indirectly, to put their health at risk. Please err on the side of caution and listen to the concerns of your trainees and staff.***

Also, local healthcare providers have asked us if we have any personal protective equipment (PPE) that we can spare. Apparently, the healthcare supply chains for basic supplies are stressed. If you have potential donations, please contact Jessica Brookshire ([jbrooksh@nd.edu](mailto:jbrooksh@nd.edu)).

### **Maintenance of Key Facilities**

There are several facilities that affect many programs that we know you will have questions about. We want to assure you of the following:

- The [Freimann Life Sciences Center](#) will be maintained with a skeleton staff such that animals will be fed and cared for while laboratory operations are suspended.
- The High-Performance Computing facilities of the [Center for Research Computing](#) located at Union Station will be operational during the laboratory operations suspension.

### **Continuation of Support**

Many of the programs affected by the suspension of research laboratory operations are externally funded. With respect to federally funded projects, OMB guidance to federal agencies has indicated that federal sponsors are expected to look to institutional policies for paying salaries under extraordinary circumstances to determine the allowability of salary funding on grant funds. In other words, we expect that federal agencies will support researcher salaries in the same way we do for those paid on University funds. Some agencies have issued more detailed guidance on how to implement this policy. Notre Dame Research (NDR) is monitoring guidance and will pass along more details as they become available at <https://coronavirus.nd.edu/frequently-asked-questions/#research>.

### **Accommodation of Impact**

The suspension of research laboratory operations will impact the career and professional development of many faculty, post-docs, and graduate students very directly and disproportionately. A task force representing the Provost's Office, NDR, Associate Deans, and faculty is meeting to anticipate such impacts, to hear your concerns, and to propose strategies to help mitigate the effects of the lab operations suspension. More information will be forthcoming.

### **Research Administration**

Central research administration functions at Notre Dame have almost entirely transitioned to remote operations. Following is a list of contacts that are regularly monitored in case you have questions:

- Pre-award/proposal development and submission: [ndr-preaward-list@nd.edu](mailto:ndr-preaward-list@nd.edu)
- Research awards, contracts, and sub-awards: [rca@nd.edu](mailto:rca@nd.edu)
- Post-award/grants program management: [post-award-gpms-list@nd.edu](mailto:post-award-gpms-list@nd.edu)
- Research compliance: [compliance@nd.edu](mailto:compliance@nd.edu)
- Human subjects: [compliance@nd.edu](mailto:compliance@nd.edu)
- Animal care: [freimann@nd.edu](mailto:freimann@nd.edu)
- Research facilities and facilities safety: [mdeford@nd.edu](mailto:mdeford@nd.edu)
- Research business intelligence, sponsor, or Cayuse system support: [ndr\\_support@nd.edu](mailto:ndr_support@nd.edu)
- Research communications: [ndrc-list@nd.edu](mailto:ndrc-list@nd.edu)

**Closure**

We wish you all the very best in this trying time. Please know that the Deans and I stand ready to assist.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200406) Moratorium on Decisions to Allow Exceptions to Research Lab Suspensions**

Dear Colleagues,

Over the interval since the bulk of our research laboratories went to hibernation mode, the Deans and I have fielded numerous requests to reopen labs to do research that is either related to COVID-19 or to national security. We have conferred and decided that in the interest of safety and cognizant of the Governor's [Public Health Emergency Declaration for COVID-19 Outbreak](#), we would place a moratorium on approving any exceptions to the directive to suspend research laboratory operations except for situations where newly funded research has been awarded that is specifically for COVID-19 or national security research. All other requests will be received and held but no decisions will be made until April 20, or later if conditions warrant. Please see the documents below for additional details:

1. [Moratorium on Exceptions to Allow Research Laboratories to Reopen](#)
2. [Request for Partial Reopening of Research Laboratory](#)

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200414) Notre Dame Research Spending Guidance as a Result of COVID-19**

Dear Colleagues

I write to provide additional guidance to the [letter released on April 1, 2020, by EVP Shannon Cullinan](#) related to fiscal controls being implemented at this time. There have been questions raised, particularly about how these fiscal controls apply to internal grant awards that have been issued by Notre Dame Research. [This guidance](#) should answer many of the questions you have about spending on internal awards, as well as other funds, although some situations may still be somewhat vague. If you have questions, please do not hesitate to contact me or Joanna McNulty.

Note that this guidance applies only to internal grant awards originating with Notre Dame Research or the NDR SRI's, centers, and institutes. If funding originated externally, please refer to [this guidance posted earlier](#). If funding originated from a college or school, please consult with the Dean's Office.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200430) Information about the Research Task Force**

Dear Colleagues,

In [their letter on April 28](#), Fr. Jenkins, Provost Burish and Provost-elect Miranda announced the formation of a Research Task Force to develop plans for reopening labs, libraries and studios. This Task Force will directly advise the Academic Year Continuity Working Group and collaborate closely with the Medical/Health/Operations Working Group.

The Research Task Force has a significantly expanded scope relative to the Research Laboratories Operations Task Force, which was formed to develop plans for ramping down research laboratory operations to hibernation state. The Research Laboratories Operations Task Force continues to develop plans for reopening the labs and will operate as a sub-task force of the Research Task Force.

The membership of the Research Task Force is:

- Bob Bernhard, Chair
- Jim Brockmole
- Laura Carlson
- Tom Fuja
- Mary Galvin
- Margaret Meserve

The Subtask Force on Research Laboratory Operations membership will include Bob Bernhard, Jim Brockmole, Steve Corcelli, Melanie DeFord, and Mark McCready.

The Research Task Force anticipates considering the challenges to any of our research, scholarship or creative endeavors that have been impacted by the COVID-19 crisis. Among the topics on the draft agenda for discussion by the Task Force, in addition to lab reopening, are consideration of:

- The reopening of the Hesburgh Libraries and other local libraries and archives,
- The impact to the performances and exhibitions of artists and musicians,
- National and international field-based research,
- Face-to-face human subjects research,
- Travel-based research such as that dependent on archival study of original materials.

Over the next several weeks the Research Task Force will be consulting with the Faculty Advisory Committee, the University Librarian, department chairs and others. We welcome your suggestions of other classes of scholarship that should be considered in our deliberations of how research scholarship and creative endeavor can ramp back up to a new normal.

## Principles

For reference, here are the principles and assumptions under which the Research Task Force is working:

- First, the safety of students, staff and faculty is our top priority.
  - > The University's Medical/Health/Operations Working Group is consulting experts and formulating a plan for reopening campus operations on appropriate timelines for each part of the University. Research perspectives are represented in the deliberations of the Working Group.
  - > Research resumption will follow University guidance.
- We expect that University guidance will be informed by and be in compliance with State of Indiana and local government policy but will be made independently.
- In general, we expect that the resumption of research will occur in phases.
- We expect that restarting research, scholarship and creative endeavors will require significant health and safety protocols applied to faculty and students, and just as importantly, to support personnel, such as building services and shipping/receiving. Protocols will also extend to audiences, subjects and participants where applicable. Under these conditions, research activities will not be conducted under normal conditions and not all research may be possible.

Both Task Forces continue to do scenario planning and will update you on the status and progress of our efforts to resume research operations, including research labs. In the meantime, if you have specific questions, please contact any of the members of the Task Forces.

Thank you for your patience and dedication as we work through these uncertain times.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200511) Federal Funding Opportunities**

Dear Colleagues,

The Washington Office and the research development office on campus have been gathering quite a bit of information about federal funding opportunities for both the stimulus packages and for the next federal fiscal year. I thought it might be timely to pass along an update about the federal funding landscape.

### **Funding for “Non-Beneficial” Expenditures**

Earlier this year, the Office of Management and Budget (OMB) provided guidance to Federal agencies that allows flexibility in administering grants and cooperative agreements during the pandemic. Institutions can continue charging salaries to grants and cooperative agreements for “non-beneficial” work if this is consistent with how the institution is supporting other personnel. Currently, Notre Dame is providing salary continuation for all staff so such charges are allowed on federal grants. The federal guidance applies to grants and cooperative agreements that were active on March 19, 2020. The OMB will revisit this guidance in 90 days. OMB guidance is a little softer for federally funded contracts so we urge you and your local Grants Program Manager to stay in touch with your sponsor program manager if your funding is designated as a contract. We will keep you informed of new federal guidance when it is published. We are also posting relevant information on the [research continuity web site](#).

Our federal relations staff in Washington report that there is significant discussion of providing funding in the future stimulus package currently referred to as CARES 2.0 that would allow supplements to your grants, cooperative agreements and contracts to cover the costs of non-beneficial charges in order to keep your research budget whole. The federal relations staff are optimistic that this type of funding will happen as they believe there is bipartisan support. However, CARES 2.0 is still in development and discussions of the bill are dominated by some major political issues related to support for states and localities. We don't expect clarity on these supplements until mid-summer. In the meantime, we have set up accounting procedures to track these expenditures. In the next week or so, you will be asked by our research administration staff to provide information about the “beneficial/non-beneficial” status of your research programs and associated personnel. I encourage you to provide this information to support assessment of the coronavirus impact, to help document any delays, and to support future requests for supplemental funding.

### **Stimulus Funding for COVID-19 Related Research**

Almost \$10B was included in the first two stimulus bills for COVID-19 related research, including for economic, social and behavioral research. The third stimulus bill, referred to as the CARES Act, included \$25B for testing, of which approximately \$11B was designated to federal agencies. Agencies are just now releasing calls for proposals. Those involved in diagnostic research should be particularly mindful of opportunities from this stimulus bill.

In addition to the potential for supplements in the future CARES 2.0, there is also discussion of significant additional research funding. The Washington Office notes in particular that there is expected to be significant funding in this stimulus bill for economic, social and behavioral research and for additional funding for new awards for COVID-19 research at NIH.

The Research Development Working Group is doing an excellent job of tracking COVID-19 funding opportunities (75 at federal agencies at last check). Their worksheet is continuously updated and is available at COVID-19 Funding opportunities worksheet.

## **FY21 Federal Budgets**

According to the Federal Relations staff, the FY21 budget levels for the appropriations bills that include federal research funding for next year had been negotiated prior to the coronavirus pandemic. The funding levels that were proposed were generally increases compared to this year. They hear that these budget levels are largely unchanged despite the COVID-19 crisis. They advise that there is pretty strong bipartisan support for keeping the research base across all sectors strong. If they are correct, we can expect healthy research budgets next year at all agencies and for all of the national priorities that were funded this year.

I hope this information is useful. If you have questions, please feel free to contact me, Laura McAleer in the Washington Office or Liz Rulli in Notre Dame Research Administration.

Sincerely,

Bob Bernhard  
Vice President for Research

## (VPR - 20200518) Lab Reopening Update

Dear Colleagues,

As Fr. Jenkins wrote in his [letter earlier this afternoon to the faculty](#), the Research Task Force is working on the procedures to gradually reopen research laboratories, creative arts studios, and libraries. We look forward to the reopening of these very important facilities while being very mindful of the safety of the faculty, students, and staff as our very first priority. I write to provide details about both the labs/studios reopening plan and the library reopening plan. This letter will provide high level details with reference to more detailed information for those that are utilizing laboratories, studios and libraries.

### Labs/Studios Reopening

When the labs and studios that require physical access to facilities on campus are reopened, they will be limited to 25% of nominal density. The details for a specific laboratory reopening will be proposed by the research director in a lab reopening and operations plan. The plan will require information about the operations of the lab/studio, how density of less than 25% of nominal density will be achieved, and how physical distancing and cleaning/disinfection will be managed. Details of the lab/studio requirements are posted in a Lab/Studio Reopening Playbook and also available on the [Research Continuity web page](#). The Playbook includes [forms and templates](#) that are required to prepare a request to reopen. Research directors can begin immediately preparing their reopening plans and submitting them using forms from the Playbook for review by department chairs and associate deans.

Labs and studios will begin reopening at a very limited level during the week of May 26, 2020. Lessons learned in this process (including training of personnel and provisioning with PPE and cleaning materials) will be applied as we continue to reopen labs and studios more generally starting June 1 in a predetermined sequence of buildings posted [here](#). Completion of the building reopening sequence will depend on the capacity of the reopening team to manage the reopening process, but we expect the reopening of all buildings with research labs and creative arts studios to be completed by mid-June.

We expect there will be a significant amount of relevant information, updates, and announcements to communicate during the reopening process and the eventual transition to full lab/studio operation. We have created a Google Group email list that will be used only for lab/studio reopening information and announcements. Please sign up to receive these emails here: [Lab/Studio Google Group mailing list](#).

### Hesburgh Libraries Reopening

The Hesburgh Library will accept return of materials from undergraduates May 22 through June 14 to coincide with the planned move-out of the undergraduate student population.

Faculty and graduate students may begin submitting requests for physical circulating materials through the [library catalog](#) beginning May 28. The Libraries will determine the process and timing for the pickup of requested materials, and communicate those details on the Hesburgh Libraries COVID-19 Service Continuity website. Users can continue to request scans of hard-copy materials from the libraries via electronic document delivery.

The Hesburgh Libraries will also begin accepting the return of borrowed materials from faculty and graduate students on June 15. Those needing to return materials prior to that date should contact Circulation Services to make arrangements to return materials to Notre Dame Central Receiving.

The Hesburgh Libraries are in discussion with various offices of the University about opening physical access to the library building, reading rooms, study spaces, stacks, and branch libraries. An announcement about the details of these plans will be made by June 15 on the [Hesburgh Libraries COVID-19 Service Continuity website](#) and through [the subject librarians](#).

The Research Task Force looks forward to continuing to support the additional reopening and restarting of other aspects of research, scholarship and creative endeavor impacted by the coronavirus crisis. We wish you the very best in your scholarship during this challenging time.

Sincerely,

Bob Bernhard  
Vice President for Research

## (VPR - 20200601) Lab Reopening Update

Dear Colleagues,

We have completed the first week of the gradual reopening of the research labs and studios. The week went very well. We've learned a great deal, as we expected, and developed collaborative processes with other offices at Notre Dame that support our research programs. I want to especially thank **Melanie DeFord, Steve Corcelli** and **Mark McCready** for their very hard work to prepare for this week, their work with faculty on their reopening plans and their preparation for the next set of building reopening. They have been very busy and are doing an excellent job leading the reopening effort.

I wanted to particularly commend the faculty for the thoughtfulness of the lab reopening plans I've reviewed thus far. There is clearly a consistent commitment to safety and health across all labs. Many of you have thought deeply about how your lab can operate with the health of the students and staff as a priority. As a collective set, the plans are a model of what the University will hope we can reproduce across campus as we anticipate welcoming students back to campus in August.

I did note in a few cases an underlying urgency to bring labs up to full operation. Please remember that we are still very much in a ramp-up mode. Our support systems need to grow to match our needs and we have to determine what we can sustain in terms of balancing health and productivity. Please maintain a conservative approach. The fallout of a failed experiment in Phase 2 will be significant not only to the labs but elsewhere on campus.

We are on track to open Stepan-Nieuwland today, Monday, June 1. If that goes well, we will open Fitzpatrick-Cushing on Wednesday and Raclin-Carmichael, Harper and Stinson-Remick on Friday. We will verify that we remain on track as the week progresses. When the buildings open, you'll find significant new signage as well as sanitizer stations. The Lab Reopening Team, including a building manager, will meet with faculty to go over details of the building reopening on the day of reopening. No one should start working in labs until after the reopening meeting with the Team.

There will be several changes to the Playbook as a result of lessons learned this last week:

- We have revised the health check process to an online format. The Building Managers and Reopening Committee will provide details.
- For those who are working with flammable materials, we will no longer require a mask while you are working at a negative pressure hood. When you leave the area of the hood, please resume wearing a cloth mask. A flame retardant mask is encouraged for those working with flammable materials if you have access to one.
- We have clarified the reporting process for the situation where you or someone in your lab tests positive for COVID-19 in the Playbook. We have also brought this information to the cover page of the Playbook. Note that contact tracing will be conducted so that anyone who might have been exposed will be notified.
- Everyone must swipe-in to buildings separately. Do not allow anyone to enter a building with you on your swipe-in. This practice follows appropriate physical distancing and the swipe-in records will be used for contact tracing if that becomes necessary.
- Throughout Phase 2, graduate students and postdocs have the option to choose whether or not to participate in the laboratory reopening. I want to emphasize that we support those who might choose not to participate as we reopen and gradually increase research laboratory capacity and as the University continues to develop its health and safety policies.

I hope we have a good week starting June 1. We look forward to having all of the research labs that hope to reopen for the summer, operating in a couple of weeks.

Sincerely,

Bob Bernhard, Vice President for Research

## **(VPR - 20200629) Two updates for the Lab/Studio Reopening Playbook**

Dear Colleagues,

The Research Task Force (RTF) and Academic Reopening Committee have approved two updates to the Lab/Studio Reopening Playbook. The first is guidance about incorporating undergraduate students into labs and studios starting when we move to Lab/Studio Reopening Phase 3. The RTF is currently discussing the transition from Phase 2 to Phase 3. These details will be published soon. We thought that those considering utilizing undergraduate research assistants would appreciate advance information so that they can begin planning. Note that the decision to allow undergraduates into labs as either special topics/thesis students or as research assistants is left to the faculty/research directors, but the guidance requires significant special considerations that must be taken into account if undergraduates are a part of labs/studios.

View new undergraduate research guidance here: [research.nd.edu/research-continuity/faqs/inclusion-of-undergraduate-research-assistants-in-laboratory-studio-based-research](https://research.nd.edu/research-continuity/faqs/inclusion-of-undergraduate-research-assistants-in-laboratory-studio-based-research)

The second guidance document is intended to interpret the newly released University travel policy for research applications. Note that research based travel will be significantly limited from now until the end of the fall semester. For faculty and students, exceptions will be allowed based on the following three criteria:

1. An assessment of the need for the requested travel during the semester instead of at a later time
2. The immediate importance of the requested travel to the University's core mission of teaching and research
3. The potential long-term consequences to the research and the University of not undertaking the requested travel during the semester

View research-based travel guidance here: [research.nd.edu/research-continuity/faqs/guidance-for-travel-based-research](https://research.nd.edu/research-continuity/faqs/guidance-for-travel-based-research)

Again, please contact me if you have questions.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200707) Labs/Studios Transition to Phase 3 starting July 13**

Dear Colleagues,

The University has approved a proposal from the Research Task Force to transition research laboratories, studios, and core facilities from Lab/Studio Reopening Phase 2 to Phase 3 starting on July 13, 2020. The proposal was justified by the high level of compliance that has been observed to date with the policies and guidance by the labs, cores and studios during Phase 2 as well as our desire to get Phase 3 operations in place prior to the return of the undergraduate student body to campus in early August. Guidance for transitioning from Phase 2 to Phase 3, including the link to the forms to submit plans for the transition, is available at this link: [research.nd.edu/research-continuity/phased-reopening-of-research/laboratory-and-studio-reopening-phases/transition-to-lab-studio-reopening-phase-3/](https://research.nd.edu/research-continuity/phased-reopening-of-research/laboratory-and-studio-reopening-phases/transition-to-lab-studio-reopening-phase-3/).

As we move to Phase 3, please keep up the good work we observed in Phase 2. Please continue to report and violations you observe on our [report line](#). And please prepare for the changing situation that will occur when the undergraduate student body returns. If you have any questions or concerns, please do not hesitate to contact me, the Associate Deans, or Melanie DeFord.

And lastly, I wish you great success with your research endeavors the rest of this summer and throughout the fall.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200819) Guidance for Research Labs during Temporary Transition to Online Instruction**

Dear Colleagues,

I write on behalf of the Research Task Force to follow up on the announcement from Fr. Jenkins that the University will temporarily transition to on-line instruction and the letter from Provost Miranda with details for faculty and students. As Provost Miranda detailed

Core research facilities and libraries will remain open to graduate students, faculty, and staff members.

Research remains at Phase 3 with labs accessible to faculty, graduate students, and research staff.

Our ability to keep labs and research cores open is the direct result of the good planning of the research directors and your compliance with those plans. It is very important that we maintain the high standards we have practiced to date. Please keep up the good work. Our ability to keep the labs and cores open is critical to a major segment of our research programs.

It is noteworthy in the letter from Provost Miranda that labs, cores, and libraries will not be open to undergraduate students, either from on- or off-campus. This includes both undergraduates who are research assistants and undergraduates whom you had planned to use as research subjects. We realize that for some labs this will have a significant impact. We hope this moratorium on undergraduates participating in lab-based research is short-lived. As the research task force, we are considering the implications for research if the period of on-line instruction is extended beyond the current two-week plan, and outlining different scenarios for including undergraduates back in the labs. We hope that with expanded testing and better knowledge of the prevalence and locations of infections we will be able to safely incorporate undergraduates in the labs.

The Research Task Force also wants to encourage you to consider any updates or modifications that may be helpful in light of the emerging situation. The Research Task Force is available to assist if you have questions. We will also be walking the lab buildings looking for non-compliance and for instances where plans may need to be adapted. If you have questions, please do not hesitate to contact your Associate Dean for Research or Melanie DeFord.

Lastly, if you believe that the evolving situation has caused you to rethink whether you should request an accommodation, we want to assure you that the accommodation request process is continuous and has been designed with the understanding that situations change. Thus, the need for accommodation may emerge with these new circumstances. For graduate students, accommodations should be sought through the Sara Bea office. For faculty, staff, and postdocs, accommodations should be sought through Human Resources.

In closing, the Research Task Force welcomes your questions. Hopefully, the University will be able to resume our plans for the fall soon. We wish you the best as we navigate this difficult situation.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200822) Addendum: Guidance for Research Labs during Temporary Transition to Online Instruction**

Dear Colleagues,

At the Academic Reopening Committee meeting on Friday, there was a question about whether research labs and studios are in jeopardy of moving back to a more restricted operational state. Based on the discussion, the Provost and committee members asked me to share the following statement with those of you working in research labs and studios.

Research labs and studios are currently operating well in Phase 3. Despite the transition to on-line classes we want to assure you that evidence of where the infections are occurring as well as the observed compliance of the labs with excellent safety protocols since they reopened give no indications that we will need to change the current level Phase 3 lab operations except for the existing temporary moratorium on undergraduates in the labs.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200828) Resumption of Undergraduate Participation in Research Labs and Studios**

Dear Colleagues,

With the phased resumption of in-person instruction for undergraduate students, the Academic Reopening Committee and Research Task Force have approved the resumption of participation of undergraduates in research labs and studios as laid out in approved Phase 3 plans starting on Monday, September 7. This restart plan gives the campus an opportunity to observe how in person instruction proceeds and to adapt if necessary.

Note that there may be circumstances where Phase 3 plans that included undergraduate students as researchers or study participants may need to be revised. Research directors should consult with researchers in their labs to ensure that they have considered current conditions from various perspectives. If you would like to modify your Phase 3 plans, please resubmit the plan to the Associate Dean or Melanie DeFord as a Google Docs revision so that changes are identifiable. If you need advice on lab protocols, the members of the Research Task Force, including the Associate Deans, stand ready to help.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20200921) Lab/Studio Reopening Updates: Group Meetings, Extended Hours**

Dear Colleagues,

I write today with two updates to the guidance we posted for Phase 3 operations in late June. These changes are at the request of researchers and are changes that the Research Task Force believes are safe in light of what we have learned to date about viral transmission in environments like labs and studios.

### **In-Person Lab Group Meetings**

At the beginning of Phase 3 in early July, we published guidance that lab group meetings should continue to be held virtually. Now that in-person instruction seems to be going well, we are amending that guidance to allow in-person group meetings that conform to the same standard as in-person classroom instruction. When meeting, lab groups should wear masks and adhere to the [guidance the Research Task Force has developed for in person group meetings](#). Research groups should only use rooms, either classrooms or conference rooms, that are on a regular Building Services cleaning schedule.

### **Extended Hours**

We will also relax the limits on allowable hours for use of labs/studios. Phase 3 guidance limits hours from 6 AM to 10 PM. To allow experiments to run to completion and for other extraordinary purposes, we are removing all time restrictions. Other safety protocols should be in place relative to operating safely in the labs at these extended hours, including ensuring that researchers are not alone in labs when they are conducting dangerous experiments. Please observe these safety practices and be very mindful to avoid working when fatigued.

The record of labs and studios has been very good to date. Based on self-reports, we are aware that there have been several cases over the summer and fall where lab researchers contracted COVID-19 outside of the lab and were present in the labs before they tested positive. To the best of our knowledge, there have been no instances of viral transmission to other researchers in the lab for these cases. These results confirm what we had expected, that the protocols in place protect researchers even if someone in the lab is infected. Please keep up the good work.

Sincerely,

Bob Bernhard  
Vice President for Research

## **(VPR - 20201013) Winter Session Guidance for Research Labs/Studios**

Dear Colleagues,

The Research Task Force has created the following compilation of resources and guidance for research for the period of the Student Winter Break period. This information, and any updates, will be posted on the [VPR updates site](#) and/or the research continuity website.

### **Winter Session Guidance for Research Labs/Studios**

The Student Winter Break for undergraduate students will begin on November 21, 2020 after finals week and closure of the dorms and end on February 2, 2021 before spring semester classes begin. We expect this period to be a very active time for research. The break will include University holidays from November 25 - 27, 2020 and December 21, 2020 through January 5, 2021. Please note that designated University holidays are for postdocs and graduate students as well as other University personnel classifications.

During the break, certain policies that have been in effect during the fall semester will be eased. This document provides links to research relevant policy and guidance and interprets certain policies where additional guidance might be helpful.

### **Campus Operations**

Campus operations for buildings and food services will operate as follows:

4. From November 21- December 23, 2020 and from January 4 - February 2, 2021 the campus will be treated as "open." Building access and HVAC operations will operate in an "in-semester" mode.
5. There may be a few exceptions considered on a case-by-case basis (e.g. the Hesburgh Library will only open via card access to the campus community in order to limit off-campus public access).
6. During the period of December 24, 2020 - January 3, 2021 buildings will be set into typical Christmas Break mode for both access and HVAC systems operations.
7. Residence Hall access to students will be disabled once they have relocated to their alternative winter break housing accommodations.
8. Snow removal operations will not be reduced.
9. RecSports facilities will be open from November 21 - December 23, 2020 and January 4 - February 2, 2021. The hours of operation will be posted at <https://recsports.nd.edu/reopening/>.
10. The dining halls and tents will close at noon on Saturday, November 21, 2020.
11. Some retail outlets in LaFortune and Duncan Student Center, specifically Starbucks, Subway, the Huddle C Store, and Hagerty Family Cafe, will remain open. These outlets will close December 24, 2020 - January 3, 2021. We will monitor needs and work with the Office of the Executive Vice President to adapt to food service needs as they develop.
12. The Morris Inn and Rohr's will remain open every day during this break, including December 24, 2020 - January 3, 2021. [Rohr's](#) will provide expanded grab 'n' go fresh market items in the Morris Inn lobby for breakfast and lunch.
13. Other services such as Buildings Services (janitorial and cleaning), Central Receiving, Procurement, Risk Management and Safety, Notre Dame Police and Fire, and Building Services will be operational. Some that normally serve the undergraduate student population may be scaled back, but those that serve the research programs are expected to be staffed to fully support research operations.
14. Over the Winter Session, parking is allowed in any parking lot where the gates have been lifted.
15. The Campus Card office will remain open, with the exception of December 21, 2020 - January 5, 2021.

## Library Hours

The [Hesburgh Library](#) will be open via card access to the campus community during the break except during the Christmas/New Years period. Branch libraries will be open by appointment. Up-to-date information on library hours is available at <https://library.nd.edu/hours>.

## Research Experiences for Undergraduates

Undergraduate students are allowed to participate in activities in research labs/studios during the Student Winter Break. Since students will not be attending classes, it is likely that many will spend significantly more time in the labs than they may have during the fall semester. This may significantly increase the density of labs. Labs and studios will continue to operate under [Phase 3 protocols](#) (i.e., less than 50% nominal density) during the Winter Session.

Guidance given previously for [inclusion of undergraduates in laboratories](#) continues to be relevant. We emphasize that research directors that are considering inclusion of undergraduate research assistants in labs/studios should consult with the researchers in their labs to ensure that they have considered various perspectives on productivity and safety.

If research directors would like to modify their Phase 3 plans, a revised plan should be submitted to the relevant Associate Dean or Assistant Vice President for Research Melanie DeFord as a Google Form revision so that changes are identifiable. If you need advice on lab protocols, the members of the Research Task Force, including the Associate Deans, stand ready to help.

## Research-related Travel

Research-related travel is allowed as described in the Winter Session [Travel Policy](#) with appropriate consideration for budget restraint and health protocols. University-funded travel should be approved in advance by the responsible Dean or Vice President.

International travel for research is allowed under this policy but is likely to be challenging and risky. As stated in the policy, all University-related international travel must be registered on the [NDI Travel Registry](#), all tickets must be purchased through [Anthony Travel](#), and travelers must consult with the [Wellness Center](#) (faculty, staff, and postdocs) or the [University Health Service](#) (students) before and after travel. Note that in some cases an insurance rider may be required for international travel. Arrangements may be necessary to fund the cost of this rider from University funds. It is strongly recommended that international travelers consult with [Jaime Signoracci, Associate Director of International Travel & Safety](#) ([jsignora@nd.edu](mailto:jsignora@nd.edu) 574-631-9645), early in the formulation of travel plans.

## Research-related Visitors, Gatherings, and Events

Research-related visits and events are allowed but are subject to restrictions as outlined in the [visitors policy](#) and the [gatherings policy](#). In general, the philosophy will be that the University is not maintaining the community bubble that we maintained during the semester. However, visitors and events are still subject to protocols to reduce viral transmission (e.g., masks, physical distancing, local government restrictions). Thus, no large events are likely to be approved by Deans and Vice Presidents. Visitors may also be subject to quarantine and testing requirements depending on where travel originated and what the local situation is at the time of the visit.

Unused venues across campus will be available for events. However, the [Morris Inn](#) has the highest usage on campus for events and is staffed and prepared for events. Morris Inn venues should be the first option for on-campus events.

Please call University Events at 574-631-1400 to coordinate an event or reservation at the Morris Inn.

## Dissertation and Thesis Defenses

Dissertation and thesis defenses will be allowed throughout the Winter Session. Graduate School deadlines have been extended, as follows:

Formatting checks – originally Nov. 2, now Nov. 16, 2020.

Defense deadline – originally Nov. 23, now Nov. 30, 2020.

Final submission – originally Nov. 30, now Dec. 7, 2020.

In-person meetings for dissertation defenses are allowed if they follow the protocols that have been established throughout the semester for in-person instruction. Approval to use a room for a dissertation or thesis defense and arranging access for a room should be done through [Demetra Schoenig](#), Director of Academic Enhancements in the Graduate School (dsmith30@nd.edu).

## Budget Guidance

The University's financial situation continues to be at risk and uncertain depending on how the rest of the academic year unfolds. Notre Dame has been fortunate so far to be able to follow our plan but there is no certainty that the pandemic will not significantly affect the budget yet this year. Thus, fiscal restraint continues to be recommended, not just for your personal research program but in consideration of the University's overall financial situation.

General principles for budgetary guidance for expenditures related to research include:

- Expenses budgeted on external funding sources can be spent as proposed unless the sponsor requests a modification.
- Expenses to be charged to gifts and endowments should balance fiscal restraint and stewardship. We have a duty to use such funds as committed but also to use them in a manner consistent with the situation created by the pandemic.
- Research expenses charged to University funds must be approved by a Dean or the Vice President for Research depending on the source of the funds. Please consult with the College business office or Notre Dame Research business office for guidance about current policies for use of internal funds for research and the process for requesting approval.
- As mentioned previously, University-funded travel must be approved in advance by the responsible Dean or Vice President per the University guidelines.

## Need More Information?

Other information related to Student Winter Break activities and opportunities can be found at <https://here.nd.edu/academics/winter-session/>.

Sincerely,

Bob Bernhard  
Vice President for Research

## (VPR - 20201109) Further Guidance for Eating at Assigned Desks

Dear Graduate Students and Postdocs,

Late last week the Research and Graduate Studies Task Force sent a note to let you know that graduate students and postdocs are allowed to eat meals at their assigned desks. This allowance is restricted to assigned desks because these are private spaces and are not shared. In this follow-up, we would like to provide additional clarification and guidance, considering in particular, the recent video message from Fr. Jenkins and a [letter](#) that was circulated to the undergraduate student body by Vice Presidents Erin Hoffman Harding and Mike Seamon announcing that the dining centers on campus would be closed.

We know that most graduate students don't have private offices and have been eating outside. This is feasible if the weather is temperate. The intent of the allowance to eat at assigned desks is to provide a solution in anticipation of significantly colder weather approaching soon. With the unseasonably warm weather that is forecast for this week, we have bought some time. Please take advantage. **If you can still eat outside, please do so. Heated tents are also available throughout the campus.**

**In terms of further guidance, the allowance for meals to be eaten at assigned desks requires that people eat alone or spaced more than 10 feet apart. The space where the meal is consumed should be well ventilated and masks removed only for as long as necessary (20-30 minutes max). This guidance will be posted in rooms containing multiple assigned desks.** We hope that you appreciate the opportunity to eat under more convenient circumstances, but please avoid conditions that replicate communal dining, which has been shown to be a common means of transmission.

A final note: We have worked very hard this semester, and the safety protocols established for research labs and spaces are working. This allowance to eat at assigned desks falls within these protocols, provided that we all adhere to them. As a reminder, that means:

- Wearing masks
- Physically distancing
- Washing our hands frequently
- Disinfecting work spaces

Keeping infections low requires both personal vigilance and everyone's cooperation. If you observe behavior that does not comply with these protocols, please let building managers know or submit a comment to our reporting form [here](#). Finally, please continue to reach out to us with suggestions and recommendations (we have received several already that we are working on) as we collaborate to meet needs while also keeping our labs, study, and workspaces safe for all.

Sincerely,

Bob Bernhard  
Vice President for Research

Laura Carlson  
Associate Provost and Vice President  
Dean of the Graduate School

## **(NDR Senior Staff- 20200326) COVID-19: Continued Expenses on Grants**

Dear Notre Dame Research Community,

Notre Dame Research has been carefully monitoring sponsor and University guidance as it relates to the continued allowability of payroll charges to external sponsored program funds (grants, contracts, cooperative agreements, etc.) referred to hereafter as “grants” during the COVID-19 outbreak.

In determining whether pay and benefits for research personnel is allowable on grants, the following guidance applies:

If research personnel are continuing to generate effort in support of the grant, they can continue to be paid from the grant.

If research personnel are unable to generate effort in support of the grant, whether they continue to be paid or not by the grant depends upon the University’s position on paying employees from all funds during extraordinary times. (OMB 20-17)

The current guidance regarding paying university personnel can be found in [Shannon Cullinan’s letter sent on 3/24/20](#).

Specifically:

*We [Notre Dame] will continue, at this time, to provide pay and benefits to all full-time and benefits-eligible part-time regular employees at their current base rate of pay or normally-scheduled work hours. Pay and benefits will continue for regular employees, including those for whom there is a temporary lack of work, those who are self-quarantined in keeping with public health and University requirements and those who are working from home due to caregiving obligations that have arisen as a result of this health emergency (e.g. widespread school closings).*

Please know that this current guidance could change.

There is significant discussion ongoing within federal agencies about whether supplemental funding will be available for projects that expend grant amounts to pay employees during the temporary suspension of research work. Some sponsors have advised that grant recipients should not expect supplemental funding to be available if the temporary suspension of research causes a shortage of funds needed to complete the project. Principal investigators/project directors who expect the suspension of research during this crisis will cause such a shortfall should contact their program officer to discuss the situation.

Individual research sponsors may issue guidance that supersedes the general guidance above e.g. issue a stop-work order, termination notice, or takes a position contrary to the principles in the OMB guidance. In such cases, research personnel may not be able to be paid from those specific grant funds. If you receive any communications from the sponsor that you believe affects our ability to continue incurring grant-related expenses (personnel or other), please contact NDR at [researchadmin@nd.edu](mailto:researchadmin@nd.edu) or (574) 631-7432 or your post-award grants program manager for evaluation prior to taking action.

Thank you for all you are doing during this unprecedented time.

All the best,

Liz Rulli  
Associate Vice President for Research

# **(NDR Senior Staff- 20200409) Sponsored Program Expenditure Guidance in the Context of the COVID-19 Financial Challenges**

Dear Colleagues,

EVP [Shannon Cullinan's letter](#) to faculty and staff of April 1, 2020, and the associated [FAQs](#) provide guidance regarding hiring, facility projects and eliminating non-essential spend to help the University manage through the financial crisis created by the COVID-19 pandemic. There are notable exceptions to the spending restrictions for externally sponsored program funds (hereafter referred to as grants) as required to complete the objectives of these grants. Grants include all funds that begin with 2XXXXX and their associated cost-share funds that begin with 300XXX, 305XXX and 307XXX.

The following guidance relates to expenses that benefit the work being performed under the grant, regardless of the location in which it occurs. If there is a loss of operations of grant-related work, due to laboratory hibernation or other COVID-19 related issues, specific sponsor guidance regarding the ability to continue to pay salaries and benefits, or incur other costs not normally chargeable to awards (ramp up, ramp down, travel cancellation, etc.) should be consulted regarding whether such costs are allowable on the grant. Please work with your [NDRA grants program manager](#). In order to account for any costs associated with loss of operations, whether charged to grants or other funds, such costs should be identified with the COVID-19 activity code 11019 "COVID-19 Related Costs."

## **Salaries and Benefits**

New hires may be made and positions may be filled that are paid on grant funds as consistent with the terms and conditions of the grant and with the approval of the Dean or Vice President of the respective college or department to include, limited-term appointments, temporary labor, staff, postdocs, graduate, and undergraduate students.

Limited-term grant-funded staff positions may be extended. Reappointments for positions such as postdocs that are on an annual reappointment cycle may be made with the approval of the Dean or Vice President of the respective college or department.

## **Summer Salary/Stipends**

Summer stipends for graduate students may continue if funded by grants. Please reference the graduate student summer stipend policy from the Graduate School which will be communicated shortly.

Faculty summer salaries commensurate with the effort associated with completing grant objectives are allowable.

## **Subcontracts and Consulting Arrangements**

Grant-funded consultants or subcontracts that are required to perform the work of the grant are allowable. Consideration should be given to whether the work can be done in-house and there is the possibility to use ND employees or resources rather than external consultants or subcontractors.

## **Supplies, Equipment and Core Facility Charges**

Supplies, equipment, the services of core facilities, and other expenses necessary to complete the work of the grant are allowable. As always, such expenses must be consistent with the terms of the grant and general requirements for allowability, allocability, and reasonableness of costs would apply.

## **Travel**

Faculty, staff or student travel for research purposes requires that travel has been deemed to be safe and there are no University or location restrictions on travel based on safety concerns and the travel is essential to perform the work of the grant, including the dissemination of research results.

Please contact me at lrulli@nd.edu or (574) 631-3072 or your NDRA grants program manager with questions.

All the best,

Liz Rulli

Associate Vice President for Research

## **(NDR Senior Staff- 20200619) Food and Student Parking Options during Research Reopening**

Dear Colleagues,

Please make sure this information is relayed to your research teams.

The University does not plan to open any of the restaurants on campus until the end of July. However, the Research Reopening Committee have worked with Campus Dining to ensure that an option is available. You may order food from Rohr's at the Morris Inn using the Grub Hub app. We realize this is likely not a cost effective option for graduate students, but wanted you to know it is available.

Alternatively, researchers may bring their lunch to campus and use the refrigerators and microwaves in kitchenettes. Please be sure to limit occupancy in these spaces to one person at a time to retrieve and/or heat your food. Also, please be sure to disinfect any surfaces touched in the process.

The gated lots on campus (B lots) will be open through the end of July and as long as students are not parked in a reserved spot, they won't receive a ticket. As long as the gates are up, students may park in those lots. I hope to receive notice before the gates will be operated as normal and students will have to return to their assigned lots. As soon as I learn any updates, I'll share via this list.

Should you have any questions, do not hesitate to contact me or any other member of the Research Reopening Committee. More information on the Phased Reopening of Research can be found [here](#).

Thank you for your cooperation.

Best,

Melanie E. DeFord  
Assistant Vice President for Research

## (University Leadership- 20201022) Winter Session Planning Update

Dear Colleagues,

We write with an update on plans for the upcoming Winter Session, an experimental offering of engaging opportunities and programs bridging the long gap between semesters. As a reminder, the major offerings planned are:

- Career development programs, including workshops, virtual networking, career counseling, and skill-building sessions
- Community engagement and non-credit enrichment and volunteer opportunities
- Supervised on-campus and virtual research opportunities for undergraduates
- For-credit online courses taught by Notre Dame faculty members, emphasizing discovery

The website [wintersession.nd.edu](http://wintersession.nd.edu) will serve as the hub for information about the Winter Session. We will add to it frequently as new information becomes available. Some key updates follow.

### **For-Credit Online Course Proposals**

The request for course proposals is now closed. We received 148 proposals across the disciplines, illustrating the generosity, creativity, and intellectual ambition of our community. Thank you! A selection panel will now work with the deans of each college/school to identify that slate of courses most likely to fulfill the aims of the Winter Session as outlined on the RFP. Instructors should expect notification no later than November 2.

To ensure as many teaching opportunities as possible, instructors are only eligible to teach one Winter Session course, regardless of credits offered.

### **Supervised Research**

We recognize how hard all of you have been working since the spring. At the same time, we have received many messages from faculty regarding how much they enjoy working with our undergraduates, and from undergraduates about how much they would appreciate research experiences over the Winter Session. Thus, we invite faculty to offer virtual or in-person undergraduate research experiences during this time. We emphasize that participation on your part is voluntary; we do not intend to imply an expectation that faculty members will offer research experiences over the Winter Session. Guidance and an FAQ about participating is posted [here](#).

If you wish to announce supervised research opportunities during Winter Session, please complete this form by Tuesday, November 3: <https://forms.gle/BMs4VLJKW9ZpaxGE9>

### **Registration Details**

Winter Session courses are Spring 2021 courses that begin and end early; credits and grades will be applied to student transcripts at the end of the spring semester. There is no additional fee for any full-time student who registers for a Winter Session course. Students are only eligible to take one Winter Session course, regardless of credits pursued. Registration will be open in December using the regular spring procedures; we have implemented steps to ensure broad and equitable access to these special offerings. Winter Session online courses will begin no earlier than Monday, January 4, and will end Wednesday, January 27, with final grades due on Monday, February 1. Registration information for Winter Session and the spring semester will be posted regularly on [wintersession.nd.edu](http://wintersession.nd.edu) and shared by the registrar with students, faculty, and staff.

If you have any questions, please feel free to reach out to us by emailing [wintersession@nd.edu](mailto:wintersession@nd.edu).

Yours sincerely,

The Winter Session Team

## **(University Leadership- 20201103) Update on building access and guidance on eating for the remainder of the semester**

Dear all,

A quick note to share information about building access and guidance on eating for the remainder of the semester. Reach out if you have any questions.

### **Eating:**

Effective immediately, graduate students and postdocs are permitted to dine in offices at their individually assigned desks, as long as they are not within ten feet of another occupied desk and sanitize their desks before and after a meal. We are looking into whether something is possible for students who share desks, and are also looking into what is possible for Dec and Jan, and into the spring semester. We'll share more as soon as we can.

With the increase in campus cases, indoor dining will NOT be expanded at this time to the student centers.

Dining is possible in heated tents provided throughout campus.

### **Finals Study Spaces:**

- Academic Buildings will remain open for normal hours during the reading day of Friday, 11/13.
- DeBartolo Classroom Building will also be available from 6:00 am - 2:00 am 11/12 through 11/19 and 6:00 am - 5:00 pm on Friday, 11/20
- Coleman-Morse will be available 7:00 am-1am Thursday 11/12 thru Thursday 11/19 and 7:00 am - 5:00 pm on Friday, 11/20
- Hesburgh Library hours are posted here: <https://library.nd.edu/hours>
- The following spaces are also available: Duncan Student Center (including Rasmus Club), LaFortune Student Center
- Buildings will be disinfected each morning; additional disinfectant will be available for students to use throughout the day
- Ambassadors will be present to monitor the spaces and encourage health and safety protocol
- No food is permitted inside buildings
- Decals are available to indicate where students should sit
- Please be cognizant of your environment and spread out to ensure physical distancing
- Masks must be worn at all times
- This information will also provided on the HERE website.

Take care,

Laura Carlson  
Vice President and Associate Provost  
Dean of the Graduate School