

Research Resumption Submission Process for Approvers

As we move forward with the reintroduction of on-campus research and activity, PIs, Researchers, Scholars are required to develop a *research resumption plan* in accordance with University Guidelines and Divisional Implementation Plans. In order to facilitate operational coordination and regulatory compliance associated with research resumption, we are requesting that all *research resumption plans* are submitted using the webform located [here](#) to be route directly to Designated Approvers for review and approval of the plan.

Instructions for Approving:

1. Researchers shall submit their Plans in accordance with Divisional Implementation Plan instructions.
2. Designated Approvers will receive an email at the same time with the Data from the Webform and required attachments. The email shall look like this:

 THE UNIVERSITY OF
CHICAGO

Dear Daniel,

Your approval is requested for a Lab Research Resumption Form request submitted by Gopikrishna Sirvisetty.

Please review the request details below and click the links at the end of the message to approve or reject.

Request Number: FR06179541

Request Type: Lab Research Resumption Form

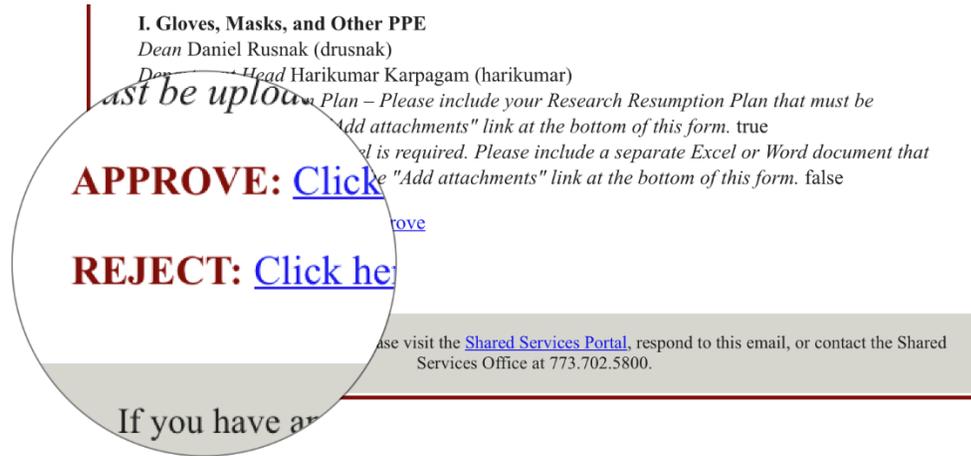
Request Details:

"Submitter Information"
Who is submitting this form? Gopikrishna Sirvisetty (gsirvisetty)
What is the submitter's department? IT Services Network Info Sys.
Are you submitting this request on behalf of someone else? No
Specify non UChicago emails that should be copied on this request. false

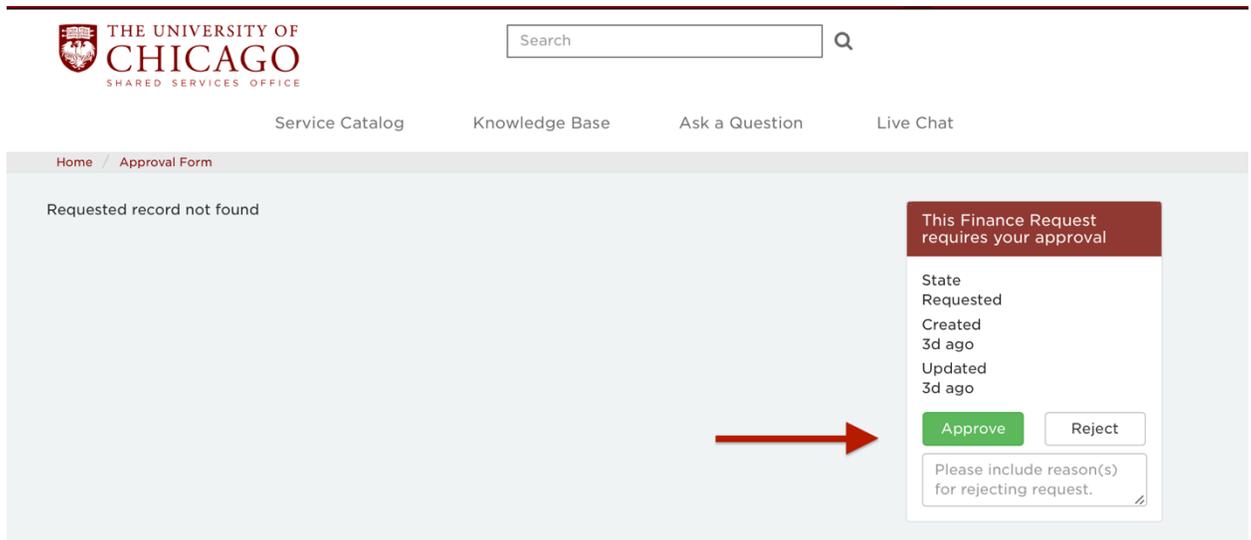
B. Personnel Information
Division d
Personnel: d
Personnel: Designated Laboratory Safety Contact (LSC) and/or Laboratory Safety Specialist (LSS) d

C. Location Information
Name of Location / Space d

- At the bottom of the email, there are direct links which will allow you to either approve or reject the plan in the Service Now System. (Login Required)



- The Service Now system contains the same information as the email, but it is difficult to review the information in the system. We recommend reviewing the email and documentation prior to logging into Service Now.
- Once a decision has been made, please log in and choose Approve or Reject. A comment/feedback can be provided for both Approvals and Rejections.



- PI/Researchers will receive an email when the plans are either Approved by the Dean or Rejected by either the Departmental Chair or the Dean.
- In the case of Rejection, PI/Researchers are instructed to communicate directly with the Division to determine if modifications or changes to the Plan should be made and resubmitted (Resubmissions). A system team has been designated to assist our Researchers to upload any changes without having to start-over with a new submission in the Webform. PI/Researchers are also instructed that for all Resubmissions they can email that [team](#) who will assist them in rerouting the updated plan back to the Dean for final Approval.

- In the case of Approvals, PI/Researchers are informed that specific directions and information will be sent to them directly by the Division.
- You can view all plans that have been routed to you by logging into Service Now and clicking “My Requests” and then clicking “My Approvals.” All Plans that have been approved will appear under “Closed Approvals”

Home > My Requests

Check the Status of My Requests

My Requests | Watched Requests | Closed Requests | **My Approvals** | Closed Approvals

Short Description	Number	Opened	Status
Research Resumption - Gopikrishna Sirvisetty (gsirvisetty)	FR06179578	3d ago	Requested
Research Resumption - Gopikrishna Sirvisetty (gsirvisetty)	FR06179577	3d ago	Requested
Research Resumption - Gopikrishna Sirvisetty (gsirvisetty)	FR06179574	4d ago	Requested
Lab Research Resumption Form - Gopikrishna Sirvisetty (gsirvisetty)	FR06179550	4d ago	Requested
Lab Research Resumption Form - Daniel Rusnak (drusnak)	FR06179543	11d ago	Requested

- If you have any questions or issues please contact the [system team](#) for assistance.