

Research Reactivation Health & Safety Plan Request (RRHSP) Form Instructions

Use the following instructions to help you successfully complete both the request form and the Health & Safety Plan for approval by SHS, your Dean, and the Research Reactivation Committee. If you require further assistance, contact shs@csusm.edu.

The screenshot shows a 'Workflow Selector' form with a blue header. A dropdown menu is set to 'Kinesiology - Health and Safety Plan for Reactivating Research'. Below the header is a 'Select' button. The main form area contains several sections: 'Instructions' with three numbered steps; 'Authorizing Faculty (Required)' with a text box containing 'Your Email'; 'Authorizing Administrator (Required)' with a text box containing 'Dean of College'; 'SHS Reviewer (Vance Kekoa)' with a text box containing 'vkekoa@csusm.edu'; 'SHS Approver (Regina Frasca)' with a text box containing 'rfrasca@csusm.edu'; two 'CC' sections with text boxes for 'Enter Cc's Email'; 'Document Name' with a text box containing 'Kinesiology - Health and Safety Plan for Reactivating Research - < Name >' and a 'Set Reminder' checkbox; 'Messages' with a text box containing 'Please Sign Kinesiology - Health and Safety Plan for Reactivating Research.'; and 'Files' with a document entry 'FA-SHS-Kinesiology - Health_and_Safety_Plan_for_Reactivating_Research'. A blue 'Submit' button is at the bottom. Green callout boxes highlight: 'Your Email' in the Authorizing Faculty field; 'Dean of College' in the Authorizing Administrator field; 'Automatically filled' pointing to the SHS Reviewer and SHS Approver fields; 'Use if you want to send to another party (i.e. colleague, personal)' pointing to both CC fields; and 'Be sure to rename the document with your name in this spot, and ensure the form type is correct' pointing to the Document Name field.

Review information on the form, especially ensuring all email addresses are correct.

Select SUBMIT at the bottom of this page to receive an Adobe Sign RRHSP template at the PI email entered.

Research Reactivation Approval Process

Once you complete the Adobe Workflow request form, you will receive an Adobe Sign editable PDF in your CSUSM inbox. Upon receipt, open the RRHSP template.

Fill in all required information and check all acknowledgement statements.

If, after reviewing the RRHSP that you have selected, you feel the parameters do not fit your research application, do not submit that form. Delete the form and begin the request process again by returning to the main webpage and choosing a different form in the [Adobe Workflow](#). Need help deciding on the best form for your needs? Contact shs@csusm.edu.

NOTE: Research involving face to face interaction with human subjects will require research protocols to be forwarded to SHS for review of proper COVID-19 precautions, which will be included as an attachment to the RRHSP.

When you have completed the RRHSP, electronically sign the form. If your signature is accepted the RRHSP will be automatically forwarded to your college Dean for their review and signature.

After the Dean has approved and signed your RRHSP, it will be automatically forwarded to SHS for review and signature. If there are any issues with the RRHSP, SHS will contact the Principal Investigator (PI) directly to resolve them.

Submit a [Research Activity Intake Form](#) (RAIF) that will be submitted to the RRC with your RRHSP. RRHSPs without an accompanying RAIF will not be approved.

Once all four signatures are collected (PI, Dean, two SHS), the plan will be placed into a queue for the Research Reactivation Committee (RRC) to review. If approved, a notification will be sent to the PI that the RRC has approved their RRHSP and their research activity is authorized under restricted conditions. If rejected, the RRC will specify reasons and the PI can resubmit with corrections.

Common reasons RRHSPs are not approved upon initial review:

- Research activity is currently not authorized by Public Health orders.
- Email address(s) were not entered correctly.
- RHSSP is not complete or requires more detail before approval.
- RAIF information has not been received by RRC.

If you have questions about the approval process or need assistance with completing forms, contact shs@csusm.edu.