**EGAP Research Request Form | COVID-19**

All Principal Investigators seeking to begin or continue research funded by EGAP during the COVID-19 pandemic are required to fill out this form, describing the nature of essential research, outlining the safety protocols that will be in place, and identifying key personnel required to support it. Please submit this form for review and approval by the EGAP Review Committee. If requested, those receiving approval can be issued a letter to be shown to in-country officials.

**For field- or travel-related human participant research activities:**

1. Please complete Sections 1-5 of this form and submit to the EGAP Review Committee at admin@egap.org.
2. If your human participant field research activity is taking place in a location where normal access is restricted due to COVID-19, please attach to this form an email or letter of permission from an appropriately authorized individual indicating the willingness and authorization of the community to host these activities.
3. If you are working with a partner organization, please attach to this form an email or letter of permission from the partner organization indicating the willingness and authorization of the organization to move forward with research activities.
4. Complete the EGAP Project Launch Checklist, which facilitates tracking and approvals.
5. Submit your home institution COVID-19 approval, if applicable, and IRB approval to the EGAP Review Committee.

**For field- or travel-related research activities that do not involve human participants:**

1. Please complete Sections 1, 2, 4, and 5 of this form and submit to the EGAP Review Committee at admin@egap.org.
2. If you are working with a partner organization, please attach to this form an email or letter of permission from the partner organization indicating the willingness and authorization of the organization to move forward with research activities.
3. Complete the EGAP Project Launch Checklist, which facilitates tracking and approvals.
4. Submit your home institution approval and IRB approval, where applicable, to the EGAP Review Committee.

**For research activities that do not require face-to-face interaction (ex. are not in the field, do not require travel, and do not involve human participants):**

1. Please complete Sections 1 and 5 of this form and submit to the EGAP Review Committee at admin@egap.org.
2. Submit your home institution approval and IRB approval, where applicable, to the EGAP Review Committee.

**Section 1: General Information**

**Project name:**

**Principal Investigator name:**

**Principal Investigator email address:**

**List of all team members participating in research activities:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | *Email Address* | *Organization* | *Affiliation (Professor, Post Doc, Student)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Team participation acknowledgment:** I hereby acknowledge by including my initials that the individuals listed above have confirmed their willingness to participate in the proposed research activities.

*Initial here:*

**Location of research:**

**Project dates of research:**

Do the universities of all researchers affiliated with this research allow this type of research activities?

Can all of the research be done remotely without the in-person involvement of anyone associated with the research (e.g., PIs, surveyors, implementing staff, human participants)?

*If yes, please explain the nature of your research activities here and skip to Section 5 of this application form.*

*If no, then please fill out sections 2-5 of this form.*

**Section 2: Rationale for Beginning or Resuming Research**

If the answer to any of the following two questions is no, please do not apply for EGAP approval at this time.

1. Does the research country’s government allow the type of activities required to carry out the research? Note that regional offices may decide not to open even if government permission is given, for safety or other reasons.
2. Is government permission likely to be stable during the duration of a typical survey or intervention? Criteria for assessing the stability of government permission may include rates of new cases, the time period for which new cases have leveled off, and the degree to which restrictions have already been relaxed. If no, can the research team stop and start the research activity on short notice without additional costs?

**Rationale for field research:** Provide a rationale for requesting approval for your field research, addressing why the activities cannot be completed virtually or through online means. The rationale should provide documentation of COVID-19 infections in the country and explain the benefits of doing the research activities in-person at this time. Additionally, to what extent do you expect the findings from your intervention may be relevant and generalizable beyond a COVID-19 context?

**Section 3: Safe Human Participant Field Research Activity Plan**

Complete this section only if your field- or travel-related research activities will include face-to-face interaction (e.g., by research staff, human participants).

**Third-party site safety measures:** If your project involves research at a third-party site, such as a community organization, Indigenous community, private sector partner or affiliated hospital, please describe (or provide the website link to) additional safety measures to EGAP’s guidance, or any issues or restrictions at the third-party site(s) that may affect the proposed work.

**Authorization for restricted location:** If your human participant activity is taking place in a location where access is restricted due to COVID-19 (such as Indigenous or remote communities), please attach an email or letter indicating the willingness and authorization of the community to host these field research activities.

I have attached a document indicating community authorization to host field research activities.

*Initial here:*

**Avoidance of in-person contact with subjects:** Have all possible measures been taken to reduce the extent of in-person contact with subjects, such as collecting phone numbers at baseline for phone follow-up surveying?

**Close interactions:** Will all research staff and all respondents maintain a two meter / six foot physical distance from each other? If not, please justify.

Will research staff and respondents interact in open, well-ventilated areas? If not, please justify.

If no to any of the above, please describe additional safety precautions that will be put in place.

**Study population:** Who is the study population? What is the age range, and are there any inclusion or exclusion criteria that will ensure the exclusion of individuals at high risk for COVID-19? Alternately, what specific precautions will be taken to mitigate risk?

**Parents and guardians:** Will any guardians, parents or other persons attend? What specific precautions will be taken to ensure that individuals accompanying participants are not at high risk of contracting COVID-19, or what specific precautions will be taken to mitigate risk?

**Screening and consent:** Will screening and consent take place remotely? If not, why, and how would you accomplish this on-site? Will the consent process be modified to communicate any additional risks associated with COVID-19?

**Participant arrival:** Describe your plans for handling human participants as they arrive to participate in the study. How will you manage the timing and flow of human participants upon arrival, during waiting periods, and on their departure?

**Masks for human participants:** Will human participants be able to wear masks for the duration of the study visit? Will masks be provided to participants? If not, please describe what safety measures will be put in place to ensure the safety of all involved.

**Equipment and cleaning protocols:** What equipment will be used as part of the visit? Describe the cleaning protocols that will be put into place.

**Shared surfaces:** What shared surfaces will be touched by participants or researchers as part of the visit? Describe the cleaning protocols that will be put into place.

**Safe shutdown:** In the event a study team member or participant tests positive for COVID-19, what are the plans to follow the guidance for self-isolation and a safe shutdown of the study/project?

**Additional information:** Please share any additional relevant information about the project and COVID-19 protocols you are putting in place here.

**Section 4: Safe Field Research Activity Plan (No Human Subjects)**

Complete this section if you will conduct any field- or travel-related research activities, regardless of whether they will include human participants.

**Field research activity location:** Describe the research location(s) where the field activities will occur.

**Partner organizations:** Have partner organizations agreed to start or restart the intervention? Please attach an email or letter indicating the willingness and authorization from the partner organization to move forward with the research activities.

I have attached a document indicating partner organization authorization to start or restart field research activities.

*Initial here:*

**Travel and Research Team Health and Safety**

**Travel plans:** Describe your plans for team members to safely work at and (if applicable) travel to the field site.

**Heightened risk:** Do any of the proposed active researchers have heightened levels of COVID-19 risk?

**Local healthcare:** Are there plans to access local healthcare/treatment in case of COVID-19 infection of researchers (including staff, students, postdocs, and external collaborators)?

**Medical facilities:** Are there adequate medical facilities and personnel in the research location to treat infections?

**Evacuation:** Is there a plan to evacuate should a sudden need arise?

**Plan to comply with public health directives:** Describe your plan to comply with public health directives, including physical distancing, hygiene protocols, and any quarantine or self-isolation requirements upon arrival (and return) as required by public health in the area where you are working and during all aspects of the field activities. If your field activities involve human participants, only detail those activities outside of human participant activities, which have been detailed in the EGAP Safe Human Participant Field Research Activity portion of this form.

**Necessary accommodations:** Is accommodation required? If yes, please describe what the planned accommodations are, and any COVID-19-related precautions being taken.

**Non-participant interaction:** Does your project require research staff to interact with other people (who are not study participants)? Why? How many at a time? How will physical distancing be managed?

**Section 5: Confirmation and Approvals**

**Principal investigator:** By submitting this form to the EGAP Review Committee, I verify that the content of this form is complete and accurate, and I also agree to abide by this plan, and all EGAP and public health directives, should my field research activities be approved.

*Signature:*

*Date:*

**EGAP:** Comments, if any.

**Approval by:**

*Signature:*

*Date:*