

**From:** Luis Cifuentes <[lacifuen@nmsu.edu](mailto:lacifuen@nmsu.edu)>

**Date:** Thursday, May 21, 2020 at 4:20 PM

**Subject:** MUST READ: Campus Research Update

Dear deans, department heads, directors, faculty, PIs, *(Apology for duplicate emails)*

Familiarize yourselves with Phases 1-4 of the [Return to Research and Creativity](#) plan. We are in Phase 2 now and, owing to positive cases reported today, the intended move to Phase 3 may be delayed. We suggest, however, that you start the process of getting approvals for Phase 3 on-site access.

In order to gain Phase 3 on-site access, faculty, PIs, lab or field managers will need to:

1. [Navigate the Approval Process](#); (If you have an approved waiver/exception from Phase 2, write “refer to existing waiver document” in Question 1) and
2. [Review the Research Training Supplement and self-certify \(at the end of the document\)](#).

The approval process requires the signature of department head and dean, or director and dean/VP. A single unified plan is required for each room / location. If multiple PIs will share one room/location, one PI should be designated as the lead PI and coordinate the plan among all users. A separate plan must be generated for each building or field location and if the exposure control methods are significantly different between locations. Everyone, faculty, PIs, research scientists, post-docs, students, and technicians must review the research training document supplement and self-certify. Finally, contact David Schoep ([dschoep@nmsu.edu](mailto:dschoep@nmsu.edu)) in EHS or JoAnne Dupre ([jdupre@nmsu.edu](mailto:jdupre@nmsu.edu)) in our office with questions.

Not everyone will be authorized to perform research and scholarship on-site during Phase

3. Approved requests must meet one or more of the following criteria:

- Involve graduate students and capstone undergraduate research projects where research delays will impact completion of studies
- Research activities for completion of grants
- Data collection with longitudinal studies
- Experiments and studies close to completion, or those have effects on contingent experiments
- Ability to successfully operate with limited or staggered staffing
- Ease with which the research can adapt to new guidelines

Research and scholarship is privileged to lead the move back to campus. This is a great responsibility requiring that all of us commit to ensuring the health and safety of our campus and local community. The hoops we are asking of you to jump through are, admittedly, demanding of your patience, time, and energy, but necessary to meet this obligation.

Enjoy Memorial Day weekend,

Luis

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