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Subject: FRIDAY: Campus Research Update

You received this email by Bcc because you are designated as a PI for an approved *Return to Research and Creativity Safety Plan*.

It is your responsibility to share this information with faculty, staff, and students on your plan.

Return to Research and Creativity Guide: Daily [Self-Check](#)

Starting with the Fall 2020 semester, everyone listed in an approved RTRC Safety Plan is required to perform a daily [Self-Check](#), which takes less than one minute to complete. This simple tool is a key component to allow research and creative activities to continue now that more people are on campus. The daily self-check is an internal NMSU mechanism to demonstrate that people involved in research and creative activities are implementing good practices to protect community health. Phone based applications are in the process of being approved by the State of New Mexico.

PIs, students, and staff are expected to complete the self-monitoring checklist each day during the work week, and on weekends if you are working/participating in NMSU activities. It is important to make the self-check part of a daily routine, to establish a habit and a meaningful program for RTRC.

If you will not be participating in research or creative activities for a designated time (i.e., more than two days), or will not have internet access at your location, then you should send an email to vpr@nmsu.edu with a brief explanation. These messages will be matched with approved RTRC plans before decisions are made about retracting approval for RTRC plans.

Frequently Asked Questions

Q1: Is the daily self-check required if we will not be on campus (on leave, or not in the research/creative activity location that day)?

A1: Yes, with a few exceptions. The expectation is that everyone will complete the self-check at least 5 days per week, even if the approved RTRC activity occurs outdoors/off-campus.

Q2: What if I (or members of the team) forget to complete the self-check daily?

A2: Everyone on the RTRC plan should be instructed on ways to make this an easy daily task. Set up a calendar reminder on your email or phone, put a sticky note in a visible location, and/or bookmark the webpage for easy access. Make it a habit to complete the self-check at least five days per week. Compliance will be monitored by an automated mechanism based on a running 3-day average.

Q3: Do Principal Investigators/supervisors/departments need to keep a record that all personnel have completed the daily check-in?

A3: No, the system records the self-checks, and tracking by the PI is not required. An automated mechanism will send a message to alert PIs and supervisors when the average numbers indicate the self-checks are not being completed.

Q4: Do I need to complete the daily self-checks if I am also participating in the Electronic Caregiver program?

A4: No, the program records will be matched so only one self-check process is needed.

Q5: Why is this required for research and creative activities, but not for academics?

A5: Research by its very nature should be held to a higher standard. This is a teaching moment for all of us. PIs, many of whom are faculty, have the opportunity to, by example, teach the value of contributing to community health practices.

Contact for questions: dschoep@nmsu.edu or jdupre@nmsu.edu

Have a great weekend,

Luis

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