

University of Leeds Research and Innovation Approvals Process During COVID-19 Campus Shutdown

Do you require access to the University campus, estate and/or facilities to carry out the research?

NO

YES

Is your research project COVID-19 related?

You must seek **research exemption approval** from your Head of School, Executive Dean and Deputy Vice Chancellor (DVC): Research and Innovation *

NO

YES

No further approval needed; business as usual rules apply. Please follow standard local approval processes for research activity in your School/Institute/Faculty as needed.

Are you applying either to secure new funding to support the project or to re-purpose existing funds?

NO

YES

Please inform your Head of School/Institute so that the COVID-19 project can be logged internally and discussions regarding financing and resourcing can take place locally. Additional formal approvals from Executive Dean and DVC are not needed.

Please follow any funder specific processes (see RIS website for more details regarding UK funders). Work with your Faculty Research and Innovation office (FRIO) to obtain any necessary standard local and supplementary approvals * (where applicable) and to complete accurate costings. Please also inform your Head of School / Institute so that the COVID-19 project can be logged internally.

* Please follow process detailed in the 'Method For Seeking Research Exemption Approval' side

*Method For Seeking Research Exemption Approval

NOTE: You only need to seek formal Research Exemption as detailed below if you need to access campus to deliver the research.

1. Discuss your project with your Head of School (HoS) and obtain their support in principle. Please ensure you also follow any standard local approval processes for research activity in your School/Institute/Faculty as you would normally for research applications.
2. Contact your local Faculty based Health and Safety team (contacts can be found here <http://wsh.leeds.ac.uk/staffcontacts?keyword=>) to draft a business case in order to seek approval that the work can be undertaken under the current circumstances.
3. Send project summary/ draft application (if applying for new funds)/business case (if step 2 applies) to your HoS and obtain their approval and support of the project in writing.
4. Send HoS approval along with project summary/ draft application/ business case (as applicable) to the Dean of your Faculty / Executive Dean for approval.
5. Once you have HoS and Dean approval, please send this with your business case/ application form/project summary (as applicable) to r-idevelopment@leeds.ac.uk. The UK Research Development team will seek approval and sign-off from the Deputy Vice-Chancellor: Research and Innovation and return this to the applicant once approved.