

**Faculty of Architecture Research Request**

**RESEARCH TRAVEL REQUEST FORM**

Please complete the form below to request approval for research travel. Please refer to the end of this document for governing principles for research travel. Please submit requests to the Dean at [Mira.Locher@umanitoba.ca](mailto:Mira.Locher@umanitoba.ca) with a copy to Philippa Alexiuk at [Philippa.Alexiuk@umanitoba.ca](mailto:Philippa.Alexiuk@umanitoba.ca) ***at least 3 weeks in advance of the activity***.

PLEASE NOTE:

* Any research involving human participants must be reviewed by the COVID-19 Research Recovery Team (CRRT) at this time. Please refer to <https://umanitoba.ca/coronavirus/latest-updates-and-safety>.
* For any travel expenses coming from operating funds (rather than funds coming from PDAs or research funds where the faculty member is the PI), pre-approval is required with this [pre-approval form](https://umanitoba.ca/student/studentengagement/media/2020_Expense_Pre-Approval_Form.pdf).

**EXECUTIVE SUMMARY:**

**Name:**

**Email:** Click to enter text. **Telephone:** Click to enter text.

**Date of Submission:** Click to enter a date.

**Brief Summary of the Research Activity:**

Click to enter text.

**Date(s) of Activity\*:**

*\*Whenever possible, please submit requests at least 3 weeks in advance.*

Click or tap here to enter text.

**Prior Research Approval, Grants, Etc. (if applicable, attach documentation):**

Click or tap here to enter text.

**RESEARCH TRAVEL REQUEST**

1. **DESCRIPTION OF RESEARCH ACTIVITY**

*Describe the proposed activity.*

1. **LOCATION OF ACTIVITY**

Click to enter text.

1. **EXTERNAL / COMMUNITY PARTNER OR HOST ORGANIZATION *(where applicable)***

*Describe the proposed activity and attach indication of support by host organization.*

Click to enter text.

1. **RATIONALE FOR TRAVEL**

*Explain why this research cannot be completed remotely. Please refer to the Principles Governing Research Activities at the end of this document.*

Click to enter text.

1. **PANDEMIC REQUIREMENTS AT RESEARCH LOCATION(S)**

*For each proposed location, outline all COVID-19 requirements (mask, social distancing, vaccination status, quarantine, etc.) and your plan for adherence to the requirements.*

Click or tap here to enter text.

1. **OTHER CONSIDERATIONS**

Click or tap here to enter text.

FOR DEAN’S OFFICE USE ONLY:

**APPROVAL:**   Approve  Decline  Return for Revision

**Date:**  Click to enter a date.

**Comments (if applicable):**  Click to enter text.

PRINCIPLES GOVERNING RESEARCH ACTIVITIES

**General Guidelines Applicable to All Principles:**

* Approvals are subject to change based on the evolving provincial public health guidelines, COVID-19 risks, and UM responses to these risks. See [Latest updates and safety information | University of Manitoba (umanitoba.ca)](https://umanitoba.ca/coronavirus/latest-updates-and-safety) for UM updates.
* Activities may not proceed unless approval is granted.
* A request for approval must be submitted at least three weeks in advance of the planned activity

Principles Governing Off-Campus Research Activities

**In considering requests for travel and while in COVID, Deans/Administrative Unit heads will consider approving only if all requirements listed below are met.**

* All facets of the activity must adhere to all Provincial health and safety requirements and protocols in place for the relevant sector at the time the activity occurs.
* The research objective cannot be achieved remotely.
* The research objective cannot be met if travel is delayed.
* The research objective can be met while respecting all relevant health and safety requirements and travel restrictions in all jurisdictions affected (provincial, national, destination country [if relevant]).
* Any impacts of the proposed travel on UM employment obligations are understood and can be managed.
* All facets of any activity involving an external partner or host must also adhere to all UM health and safety requirements and protocols in place at the time the activity occurs, including self-screening, physical distancing and masking requirements, or more stringent protocols if the host has such requirements.
* The host organization/site has provided an indication of support (if relevant).
* For additional considerations pertaining to travel in First Nations and Indigenous and Northern Relations communities, please see: <https://www.gov.mb.ca/covid19/testing/index.html>.