



University of Manitoba 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 with a copy to Philippa Alexiuk at 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](#).

EXECUTIVE SUMMARY:

Name:

Email:

Telephone:

Date of Submission:

Brief Summary of the Research Activity:

Date(s) of Activity*:

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

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

RESEARCH TRAVEL REQUEST

1. DESCRIPTION OF RESEARCH ACTIVITY

Describe the proposed activity.

2. LOCATION OF ACTIVITY

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

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

4. 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.

5. 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.

6. OTHER CONSIDERATIONS

FOR DEAN'S OFFICE USE ONLY:

APPROVAL: Approve Decline Return for Revision

Date:

Comments (if applicable):

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 \(umanitoba.ca\)](#) 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>.