1. The Tulane University Office of Research can move immediately to working remotely in the event of an emergency where access to university buildings is restricted.

2. Do not hesitate to contact us for assistance.
   a) Our compliance oversite responsibilities continue to apply during an emergency.
   b) We are in communication with our regulators throughout an emergency.

3. The Office of Research publishes guidance during an emergency that includes:
   a) Guidance for researchers specific to the emergency. [https://research.tulane.edu/](https://research.tulane.edu/)
   b) Contact information and status of operations for all units of the Office of Research. [https://research.tulane.edu/our-team](https://research.tulane.edu/our-team)

4. Such guidance is also distributed via listservs maintained by Sponsored Projects Administration and the Human Research Protection Office. We encourage all to sign up for these listservs.
Office of Research – Emergency Preparedness

1. Safety first.

2. Practice your team’s emergency preparedness plan regularly. Update plans regularly. Have backup plans in place for all responsibilities.

3. Utilize university-authorized cloud-based storage, such as Box, for research results, data, documents, communications, etc. [https://tulane.account.box.com/login](https://tulane.account.box.com/login)

4. Plan in advance to be able to access research results and continue research from off-site locations in the event of an emergency.

5. LabArchives, Tulane University’s authorized electronic laboratory notebook (ELN) provider. [https://libguides.tulane.edu/labarchives](https://libguides.tulane.edu/labarchives)
   - Eliminates the risk of destruction or loss of paper lab notebooks.
   - Single Sign On (SSO); available university-wide.
   - Training provided by Tulane libraries. Contact person is Courtney Kearney
Your RESEARCH + Digital Notebook =

**Protect Intellectual Property**
- Permanent scientific record with 100% integrity
- Complete record of research with audit trail
- Protects IP with bank-level security

**Strengthen Research Collaboration**
- Real-time group research collaboration within company and through-out the world
- Track and manage work more effectively and remotely 24/7
- Improve productivity enabling lab group to easily find information and recreate experiments

**Enhance Data Management**
- Supports company’s data management requirements
- Aids in Data Stewardship requirements
- Data sharing via public URL or DOI

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