

March 16, 2020

**Tulane School of Medicine
Guidelines Regarding SOM Research Operations Update**

Dear colleagues,

As a follow up to the 3/12/20 communications regarding SOM research operations, we are providing the following update.

- Depending on their responsibilities some research staff may be able to work from home and should do so, after approval from their supervisor. Investigators should consider flexible work schedules for their teams.
- Cross-training of staff should be continued in the eventuality some staff are unable to work because of illness or other unforeseen circumstances.
- Face-to-face interactions with participants in clinical research studies that have no direct drug or device therapeutic benefit (with the exception of those occurring during clinical standard of care visits) should be paused as from 5 pm on Wednesday, 3-18-2020, until further notice. Remote monitoring and data collection for these studies may continue.
- Continued enrollment of new subjects in ongoing clinical research studies that have drug or device benefit can in general continue but should be examined on a case by case basis.
- Initiation of new clinical research studies that are not COVID-19 related must be approved by the Executive Dean. Inquiries regarding new studies should be sent to mlampp@tulane.edu.
- For researchers who need to submit research amendments to the Tulane IRB, as a result of COVID-19, and do not have resources available, the Clinical Trials Unit (CTU) will prepare submissions for the IRB changes at no cost. Researchers who need to submit changes to Clinicaltrials.gov can also utilize the CTU free of charge. Please contact the CTU at CTU@tulane.edu for questions and assistance.
- Zoom-type meetings should be widely utilized, together with recommended hygiene measures and social distancing.

Additional guidelines have been issued by the Office of the Vice President for Research and are posted at <https://tulane.app.box.com/s/oe4ctwd7k39s3j27gl18e3c2mtulu0sp>.

Thank you all for your dedication, selflessness and hard work as we meet the challenges posed by COVID-19.

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