***Face-to-Face COVID-19 Review Instructions for Senior Administrators***

**Preamble**

The purpose of this document is to provide instructions to senior administrators involved in the MRHP approval and research recovery approval processes for Face-to-Face (F2F) COVID-19 review. Senior administrators play one or both roles in this process, depending on whether they are in a single or multiple department faculty. For clarity, the roles are:

* Department chair – MRHP approval for protocol to proceed to REB
* Vice-Dean or Associate Dean, Research – MRHP approval (for single department faculties) AND research recovery approval (for all faculties).
* Vice-Principal, Research – research recovery approval

For clarification, roles will be MRHP approver and research recovery approver.

**Process**

F2F Requests for New Human Research

1. The researcher submits their new ethics protocol through My Research Human Protocols (MRHP), including a PDF copy of the completed [Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4) in the Document Summary (Section 13). The researcher indicates in the Notes section that the study involves F2F research.
2. The MRHP approver will receive notification that the researcher’s protocol has been submitted. The MRHP approver will confirm that the protocol includes an F2F research request by looking at the Notes and Document Summary sections and ensuring that the F2FOC form has been attached to the protocol. The MRHP approver should then email the research recovery approver and the Face-to-Face COVID-19 Review Committee (F2FCRC) at f2f.research@utoronto.ca to indicate that a F2F research request has been submitted.

F2F Requests for Currently Approved Human Research

1. The researcher submits their F2F request as a protocol amendment through My Research Human Protocols (MRHP), including a PDF copy of the completed [Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4) in the Document Summary (Section 13) of the protocol. The researcher indicates in the Notes section that the study involves F2F research.
2. The Human Research Ethics Unit (HREU) will be notified that the amendment has been submitted. The HREU will confirm that the protocol involves F2F research and that the F2FOC form has been uploaded to MRHP. The HREU will notify the research recovery approver that a request to conduct F2F research has been submitted in MRHP.

For All Submissions

1. The F2FCRC will conduct reviews of the F2FOC and make recommendations to the research recovery approver regarding the appropriateness of the research request with respect to COVID-19 risks to researchers and participants, and whether and what modifications could be made to reduce these risks to an institutionally-acceptable level.
2. With the F2FCRC’s recommendation in hand, the research recovery approver makes the decision whether to approve the F2F research request. The research recovery approver emails the decision to the F2FCRC and to the MRHP approver.
3. If approved:
	* **For new research**: the ethics protocol is approved by the MRHP approver to move forward to the REB for review.
	* **For amendments**: the F2FCRC communicates to the REB Manager to move forward to the REB for review.
4. If rejected or revisions are required, the protocol is sent back to the researcher by the MRHP approver, with explanatory information in the *Notes* section of the protocol.
5. Please note: the researcher is instructed to retain a copy of their completed F2FCRC document and final recommendation in their records as a guide to ensure the appropriate safety precautions are being followed and adhered to following approval.

Please refer to the [Terms of Reference](https://research.utoronto.ca/covid-19-research-innovation-updates/face-face-covid-19-review-committee-terms-reference) for more information about the F2FCRC.

After REB Approval

1. The REB Manager will notify the F2FCRC that the ethics protocol was approved. The F2FCRC will issue a final approval once the conditions allow for the research to start. The F2RCRC approval letter will be emailed to the Principal Investigator and copied to the research restart approver.