

Research and Scholarly Activity Reporting Form

Type of Submission *

- On-campus activity (includes all university owned and affiliated facilities)
- Fieldwork Day Trip(s)
- Fieldwork Multi-Day
- Not on-campus and not fieldwork

Submitter Name *

Submitter Email *

Submitter Type *

Students should not complete this form. Faculty or staff supervising the students work must submit the form for students.

- Faculty
- Staff
- Student

College or Unit *

- CoopExt
- EHD
- ENG
- DIC
- GSBSE
- LAS
- MBS
- NSFA
- Center
- UMM
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Project *

A brief description of the project.

Funding Source *

List the funding source, including award number, and end date of the funding supporting this project. If activity is not sponsored, please enter "None".

Deliverable(s) *

Describe the deliverable(s) that the sponsor is expecting in the near term. Please include details on what will be needed in terms of staffing and the specific deadline the sponsor has established. If the activity is not sponsored by internal or external funding source, please describe the deliverable that you are working towards.

List of Individuals on Project *

List the names, titles, and contact information of the individuals who you are requesting to participate in this activity and describe why they are essential to the activity. Please designate student workers, as applicable.

Exact Location(s) of Proposed Activity *

Please include the Building name, floor, and room number for on-campus activity, or location(s) of proposed fieldwork.

Justification *

Please utilize this section to provide justification for your request, including why the activity qualifies as essential (as defined in the [COVID-19 Guidance for Researchers](#)) and cannot be delayed, and describe the necessary and specific steps you will take to follow relevant COVID-19 guidelines issued by UMS, the State of Maine, and the federal government.

Hierarchy of Control (HOC)

Download [HOC workbook](#), complete, and upload with submission or email to tammy.crosby@maine.edu. Submissions will not be reviewed until the HOC is received.

 No file selected.

Safety Checklist

Download [Safety Checklist](#), complete, sign, and upload with submission or email to tammy.crosby@maine.edu. Submissions will not be reviewed until the safety checklist is received.

 No file selected.

Additional Documents

Please use this field to submit additional documents, such as reopening plans, etc.

 No file selected.

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