



**RUTGERS**  
Office for Research

Dear Rutgers Research Deans,

The [Return to Research Portal](#) is now accepting requests for approval for **graduate and postdoctoral student researchers** to participate in research in accordance with existing policies guiding research activity.

This new and improved process:

- eliminates the burden on Research Deans to add names to the SharePoint spreadsheets;
- removes DocuSign signature requirements;
- enables easier tracking of progress and compliance for each request.

**IMPORTANT:** All new graduate/postdoctoral student requests **after 5pm** on Thursday, March 4 **must** go through the [Return to Research Portal](#). Students added **before 5pm** on Thursday will be processed on Friday, March 5 in our **final test code run** with Vault Health. Following this last cohort, all SARS-CoV-2 testing will be done through the on campus [testing process](#) set up by the Testing Protocol Action Group.

#### **Submitting a Request for Approval**

PIs can initiate requests directly through the [online form](#), and will need **NetIDs** for students and department chairs (or equivalents) handy. [View a 20-sec tutorial](#) on how to find someone's NetID.

#### **Tracking Requests & Monitoring Compliance**

The [Return to Research Portal](#) will serve as the gateway for PIs and department chairs (or equivalents) to track the progress of each request and monitor weekly COVID-19 test clearances for students in their labs.

We will soon roll out a similar **process for faculty and staff researchers**. For now, please continue to add any faculty and staff researchers using your respective SharePoint spreadsheets.

Thank you for your continued support as we endeavor to ensure a safe and productive research environment at Rutgers.

Best regards,  
Return to Research Team