Dear Rutgers Research Deans,

Beginning tomorrow (Tuesday, March 23rd), the Return to Research Portal will accept new requests for approval of faculty and staff researchers to participate in research in accordance with existing policies guiding research activity.

This new and improved process:

- requires department chairs (or equivalents) to initiate new requests;
- eliminates the burden on Research Deans to add names to the SharePoint spreadsheets; and
- enables easier tracking of progress and compliance for each request.

**IMPORTANT:** Once the system goes live, the SharePoint spreadsheets will be locked and the Return to Research Team will reach out to resolve any pending requests. All new requests must go through the Return to Research Portal and all future SARS-CoV-2 testing will be done through the on campus testing process set up by the university Testing Protocol Action Group.

**Submitting a Request for Approval**

Department chairs (or equivalents) can initiate requests directly through the online form, and will need NetIDs for their faculty/staff researchers 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 you and your department chairs (or equivalents) to track the progress of new requests and monitor weekly COVID-19 test clearances. You may continue to use the existing reports to monitor weekly test clearances for faculty/staff added prior to the release of the new system.

Thank you for your continued support as we endeavor to ensure a safe and productive research environment at Rutgers. Please share this news with your department chairs (or equivalents), faculty and staff as relevant.

Best regards,

Return to Research Team