



RUTGERS
Office for Research

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