



MEMORANDUM

To: Research Restart Steering Committee
From: Professor Lori Ferris, Associate Vice-President, Research (Oversight and Compliance)
Date: October 12, 2021
Re: Changes to Face-to-Face and Off-campus Research Review Processes

I am writing to highlight the changes that we agreed would help streamline our processes and facilitate further research adaptation given the University's vaccination policies and reopening in the province.

As always, the Research Oversight and Compliance Office can be contacted for consultation concerning the new processes or if you wish to discuss any specific situations.

The VPRI website will be revised to reflect these changes by the end of the day, Wednesday, October 13. We will also send a Research Alert on the changes below.

Face-to-Face (F2F) Human Participant Research and Off-Campus Research

As of October 13, 2021, the review processes for face-to-face (F2F) human participant research and off-campus research have changed. **Please note the changes below.**

Face-to-Face (F2F) Human Participant Research (On- or Off-Campus)

As of October 13, 2021, the review processes for F2F human participant research have been modified and will only focus on issues pertaining to research participants. The University of Toronto's Research Ethics Boards (REBs) are continuing to accept submissions of F2F human research for [two separate review processes](#). The REB review process focuses (as per usual) on human research ethics issues. The second review process by the Face-to-Face COVID-19 Review Committee (F2FCRC) focuses specifically on COVID-19 health and safety risks to human research participants. The [Face-to-Face Human Participant COVID-19 Risk Assessment form](#) is new and shorter, and replaces the Face-to-Face and Off-Campus (F2FOC) form.

Approvals from both review processes are required before F2F research activities can commence or resume. Researchers are also asked to review the University's [Guidance on Research and Travel During the COVID-19 Pandemic](#) and [Vaccination Guidance for Human Participant Face-to-face \(F2F\) Research](#). F2F research with existing approvals may continue. Questions regarding on- or off-campus face-to-face research can be directed to f2f.research@utoronto.ca.

Off-Campus Research (No Face-to-Face Human Participant Components)

As of October 13, 2021, off-campus research will no longer be reviewed through the Face-to-Face COVID-19 Review Committee. There is no longer a requirement to complete the Face-to-Face and Off-Campus (F2FOC) form. Instead, researchers who wish to conduct research at an off-campus site or



conduct on-site field research (e.g. Koffler Scientific Reserve, Hart House Farm, Gull Lake) that does not involve any human participant face-to-face (F2F) research components are encouraged to review the University's [Guidance on Research and Travel During the COVID-19 Pandemic](#) and the [Off-Campus Safety Planning Record](#). It is the researcher's responsibility to familiarize themselves with local health and third-party location requirements and adjust their procedures accordingly. Local public health requirements may differ from Toronto/Peel/Ontario requirements. Off-campus research with existing approvals may continue. Please note that there is currently a general [suspension of international student travel](#) until December 31, 2021; PhD students may be granted an exception if the completion of their research/dissertation will be significantly impacted. PhD students must contact the Safety Abroad Office (safety.abroad@utoronto.ca) to discuss if this exception applies. General questions on off-campus research can be directed to OHS at ehs.office@utoronto.ca.

International Travel for Non-Research Purposes (Conferences, Workshops, etc)

Anyone travelling internationally for the purposes of University business is encouraged to review the University's [Guidance on Research and Travel During the COVID-19 Pandemic](#). There is no longer a requirement to complete the Face-to-Face and Off-Campus (F2FOC) form. Please note that there is currently a general [suspension of international student travel](#) until December 31, 2021; PhD students may be granted an exception if the completion of their research/dissertation will be significantly impacted. PhD students must contact the Safety Abroad Office (safety.abroad@utoronto.ca) to discuss if this exception applies.