**Log on the Impact of the Coronavirus (COVID-19) Public Health Emergency**

**Template for Research Staff**

The University and Research Staff Steering Committee are aware that the current situation with the coronavirus (COVID-19) public health emergency will have a very significant effect on research staff and fellows, including on their research projects. They would like to recommend, without obligation, that all research staff record the impact of the evolving situation on their research progress. The purpose of the log is three-fold:

1. It is a tool to help you in managing the impact of this on-going crisis and, if you wish, to frame discussions with your PI/supervisor/mentor on mitigating the impact.
2. It is record for discussion, at your discretion, at your Personal Development Review and / or Career Development Review in 2020/21.
3. You, or your PI/supervisor (with your consent), may make use of the record to apply for funding from internal or external sources.

Please find below a template log for you to use to help you to keep track of how the situation affects your research progression over time. You should record disruption to research caused by any factor related to COVID-19, including those which directly disrupt your work (for example, lack of access to libraries and laboratories, inability to undertake fieldwork or visit collaborators, lack of availability of PIs, or periods of furlough), and those factors related to your wellbeing and that of your family (for example illness experienced by yourself or other household members, or disability, or long-term health conditions, or mental ill health, or caring responsibilities). Some example records are inserted. It is suggested that events with a duration of more than one day are recorded. This log is designed to be completed by the researcher. [[1]](#endnote-1) At your discretion and in confidence, the record could be shared with your PI/supervisor/mentor who may contribute via insertion of an additional column.

**Name: Project Title:**

**Department / Faculty: Funding source(s):**

**PI / Supervisor / Line manager / Mentor:**

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| --- | --- | --- | --- | --- |
| **Event start date** | **Event end date** | **Brief description** | **Level of impact** | **Additional details, including mitigating action taken or needed.** |
| ***18/3/20*** | ***25/3/20*** | ***Self-isolation*** | ***Low*** | ***In contact with carrier, required to self-isolate at home for seven days. Prevented me from going into lab but was able to catch up on important literature.*** |
| ***23/03/20*** | ***To date*** | ***Home schooling for 7 year old*** | ***High*** | ***Shared with partner and reduces working time by 3 hours / day during school terms only.*** |
| ***15/04/20*** | ***To date*** | ***Closure of lab*** | ***Med*** | ***Desk based research (objectives 3. And 7.) & associated administration was progressed until April but access to lab now required to make further progress on objectives 2., 4., and 5.*** |
| ***25/04/20*** | ***To date*** | ***Disrupted sleep related to anxiety about current situation*** | ***Med*** | ***Able to continue working at home but productivity reduced by equivalent of approx. two hours per day due to lower levels of concentration*** |
| ***08/06/20*** | ***To date*** | ***Access to lab*** | ***High*** | ***Lab has reopened but unable to return to work because of risks related to my under-lying health condition. Am able to continue some writing up but substantial progress will not be possible until I am able to access the lab.*** |

1. Please ensure that this record aligns with any time sheets that are required by your research funder. [↑](#endnote-ref-1)