**Samueli School of Engineering (SSoE)**

**Additional Information Required for Phase 2 Approved PIs and Labs**

(1) **PI’s Name & Department:**

(2) **Total number of researchers, including PI:**

|  |  |  |
| --- | --- | --- |
| **Currently in your group** | **Approved for Phase 2** | **Anticipated for Fall 2020** |
|  |  |  |

(3) **Names, position title, and status of all personnel approved to perform Phase 2 research including PI.**

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| --- | --- | --- | --- | --- | --- |
|  | Name | Position title (e.g., faculty, GS, PD, specialist, staff, UG) | Employment Status – Current/Anticipated for Fall 2020 | Average hours per week on campus  | Confirmation of Training Certificate (Y/N) |
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(4) **Locations:** please provide the building/room # of the labs, office space, shared space, and user facilities that your approved personnel will perform work. [ok to repeat what you have on your Phase 2 safety plan]

|  |  |  |  |
| --- | --- | --- | --- |
| Building (e.g., ET, EH) | Room Number | Shared Space/User Facility (Y/N) | If shared, with whom? Or name of facility (e.g., IMRI, INRF) |
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(5) **Weekly working schedule:** Please provide a sample weekly working schedule for your group. Provide this as part of this document (e.g., insert image or pdf or add pdf page at the end) or as a separate file when submitting; see submission instructions below).

(6) **Special requirements for undergraduates/incoming graduate students:** If you have undergraduate student researchers or incoming 1st year graduate students, what specialized training precautions (e.g., extra PPE, online training modules, lab SOP updates) are you or will you be taking? Please note per SSOE rules: Undergraduate students cannot work alone in the lab.

**How to Submit:**

* Please email this document and any additional documents to legreene@uci.edu with "Phase 2 Personnel Form" as the subject line.
* Please add your last name to the file(s) name.