To: Graduate Faculty, Directors of Graduate Studies/Program Directors  
Cc: Program Administrators

Dear Colleagues,

I am following up on the University message that all faculty received yesterday on the Guidance for Managing Emory University Research Enterprise During COVID-19. Please review the additional guidelines provided by the Office of Research and those guidelines within your school or unit.

Faculty who wish to submit a waiver request for an LGS student to be present in an Emory laboratory during the COVID-10 pandemic mitigation process must complete this online form.

For reference, attached is a copy of the LGS form. The form requires the following attachments:

- Written approval from the Senior Research Officer in your school or unit.
- Written consent from the LGS student.
- Written approval from the Director of Graduate Studies/Program Director.
- Written approval from the PI's Department Chair.

LGS will only review requests that include the approval from their school or unit that the on-campus research has been deemed critical and essential.

We understand that there is an initial process at each school or unit that may take time to complete. Once that process is complete, the LGS request will be reviewed in a timely manner.

Thank you for your attention to this important process as we collectively prepare for what is yet to come.

With you, with patience, careful flexibility, and hope,

--Lisa

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