

## MEMORANDUM

**To:** All students funded by Dr. Annie Pearce  
**From:** Dr. Annie Pearce  
**Re:** GRA Ground Rules  
**Date:** 17 December 2009 (effective)

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Dear students,

Please review the following ground rules that will be put in place starting Spring Semester 2010 for all students working on a GRA or otherwise receiving funding for salary, wages, or tuition reimbursement through me. If you wish to be on my payroll, you are required to schedule and attend a meeting with me to clarify any questions you may have before starting work, and you will be required to sign a contract that you agree with the following guidelines.

- 1) You will plan to be on site and available to work, at a minimum, from one week before the semester through the day on which grades are due.
- 2) If at any point you do not have any tasks on your assigned project during that time period, you will contact me and/or ask other team members if they need help with anything. Then you will help out with other projects or tasks as needed.
- 3) You will not leave for the semester without scheduling a formal sit-down evaluation/hand-off meeting with me to report on progress and work accomplished during the semester, goals and potential problems for next semester, and deliverables and interim work products for your project.
- 4) You will always maintain the most updated work products and data for your project on Scholar in the appropriate work site. Each work site should have a ReadMe developed to sit at the top level of the Resources folder and each multi-purpose subfolder to describe what is kept where.
- 5) You will be resourceful and attempt to solve problems yourself before you contact me and ask for my time. If you find a workable solution on your own, you will document the change in writing and send me an email to keep me up to date.
- 6) You will always have a ready answer involving concrete work products and deliverables to the question of “What have you accomplished with the funding you have received?” You will always be able to point (at a minimum) to interim work products on the Scholar site to reflect your progress and current status on each project with which you are involved. If you are unclear regarding what deliverables or work products are expected of you, you will review the documentation for the project and develop a description of what you think those expectations are, and you will confirm those with me either in a physical meeting followed up in writing, or via email.
- 7) If you find that you have a problem getting results for your work plan that you cannot solve yourself, you will contact me and call a team meeting for that project in a timely fashion. You will not continue with the plan in hopes that it will magically

start to work or that I won't notice. You will continue to bug me until you get my attention and/or the problem is solved. I am depending on you to deliver specific results and work products for our sponsored projects, and I need to be informed immediately if there is a risk that these products will not be delivered by the time they're due.

- 8) From time to time, I may present you with opportunities *outside* the requirements of your GRA, such as work days to help people out, opportunities with potential sponsors, etc. If you are at any point unclear as to whether these are part of your GRA job or not, you will ask BEFORE you undertake any work on those tasks, and you will confirm your understanding in writing. Work on those opportunities will not count toward your GRA obligations, and you are free to decline them if you wish. You are not free to do them and consider them to meet your obligations under your GRA.
- 9) Likewise, it's a happy coincidence if work undertaken for your GRA supports your thesis or dissertation, but it does not mean that your GRA obligations are fulfilled by your own research unless you are funded under a fellowship. If your GRA obligations are not met because you are not clear about the difference between your own research and our obligations to our sponsors, I will remove you from your project and put you on another one where the differences are more apparent.
- 10) When you are not on site but still on my payroll, such as during Thanksgiving, Christmas, or Spring Break, you will provide phone and email means of contacting you with questions, to which you will respond within 2 business days. If you will be unavailable for questions for longer than a two day period, you will inform me in advance via email so that I can plan around your absence.

If you violate these guidelines, you'll be placed on probation for the remainder of the current semester of funding. If you fail to address identified problems during the probation period, you will be removed from the payroll. If you are unwilling to agree with any of these guidelines, please inform me immediately and I will remove you from the payroll.

You may feel like your semester is over and your work is done at the conclusion of classes, but it's not for at least a week after reading day that I can even think about getting caught up with your status on research projects due to my teaching obligations. If you want it to happen sooner, then you will volunteer to help me process grades and do semester clean-up at the end of each term to help those tasks get done more quickly. When you leave the office, it should be with full confidence that I know exactly what you have accomplished and can find and use any work product you have developed under my funding. You are not automatically excused from your obligations during break periods when you are still being paid. It's your responsibility to ensure that work can go on in your absence before you leave.

If you have any questions regarding these guidelines, please contact me via email.