

## **Graduate Research Assistantship Supplemental Contract Terms**

I, \_\_\_\_\_, understand that performance of my duties associated with sponsored projects is critical to the reputation of the university, the Myers-Lawson School of Construction, my supervisor, and other members of the project team. Accordingly, as part of the terms of my Research Assistantship, I agree to meet the following conditions while under contract to Virginia Tech as a Graduate Research Assistant:

- 1) I will be on site and available to work, at a minimum, from one week before the semester begins through the day on which grades are due.
- 2) I will uphold the highest standards of academic scholarship and professionalism for all work I produce while employed as a GRA, whether it be part of my sponsored project work or not. This includes proper citation of sources, production of original work free of plagiarism, and delivery of work free of spelling/grammatical errors or format irregularities. If I cannot produce this level of work on my own, I will take responsibility for engaging editorial services for my work before I submit it. I will not produce any final work for my research assistantship that is unsuitable for delivery to a sponsor without further review.
- 3) By the first day of each new semester, I will deliver a written work plan for that semester including objectives, tasks, deliverables, and resources required for all work associated with my coursework, independent research, and research assistantship. Responsibilities for coursework, independent research, and research assistantship will be clearly differentiated in the plan. I will maintain the most current version of the work plan, along with superseded versions, in my folder on the Scholar work site.
- 4) If at any point I am not engaged in tasks on my assigned sponsored project during my contract period, I will contact my supervisor and/or ask other team members if they need help with anything, and I will provide assistance on other projects or tasks as needed.
- 5) I will always maintain the most updated version of interim work products and data for my sponsored project(s) on Scholar in the appropriate work site, and I will update the "Read Me" file associated with each project to reflect the latest status of documents kept there.
- 6) I will be resourceful and attempt to solve problems independently before contacting my supervisor. If I find a workable solution independently, I will document the change to my work plan in writing and send an email my supervisor describing the change.
- 7) If I am unable to solve a problem myself, I will contact my supervisor and call a team meeting in a timely fashion to address the problem and find a solution. If the problem leads to a delay necessitating a change in my work plan, I will document that change in writing by updating my work plan, and I will obtain my supervisor's approval before continuing.
- 8) If I am unclear regarding what deliverables or work products are expected of me at any time, I will review the documentation for my sponsored project and develop a description of what I think those expectations are. I will then confirm that understanding with my supervisor either in a physical meeting followed up in writing, or via email.

- 9) I will not leave campus for the semester without conducting a formal sit-down evaluation/ hand-off meeting with my supervisor to report on (a) progress and work accomplished during the semester, (b) goals and potential problems for next semester, and (c) deliverables and interim work products for my sponsored project.
- 10) I will provide phone and email means of contact during all periods while I am not on site but still under contract (e.g., Thanksgiving, winter break, spring break, or any other personal absence during my contract period). I agree to respond within 2 business days to any communication from my supervisor during those periods. If I cannot be reached for longer than a two-day period, I will inform my supervisor in advance via email so that alternate arrangements can be made.

From time to time, I understand that I may be invited by my supervisor to participate in opportunities *outside* the requirements of my assistantship, such as service work days, meetings with potential sponsors, etc. If I am at any point unclear as to whether these opportunities are part of my GRA responsibilities, I will ask my supervisor BEFORE undertaking any work on those tasks and will confirm my understanding in writing. I understand that time spent on these opportunities will not offset my GRA obligations, and I am free to decline to participate with no penalty.

I understand that while it is possible that work on my sponsored project may offer synergies to support my coursework or independent research for my degree, work on activities not directly supporting the goals of my sponsored project will not offset my GRA obligations unless I am supported under a fellowship. My primary obligation under my research assistantship is to undertake the tasks required for successful completion of the sponsored project to which I am assigned.

I understand that failure to comply with the terms of my contract or the supplemental conditions outlined in this document may result in my being placed on probation with regard to my assistantship funding for the remainder of the current semester of funding. I agree to remedy any deficiencies associated with probation no later than the start of the next semester of funding. If I fail to satisfactorily remedy the deficiencies that resulted in my probation, I will face dismissal from my assistantship funding and will be responsible for all subsequent costs associated with continuation of study at Virginia Tech previously defrayed by my assistantship, including tuition.

My signature below constitutes my acceptance of these supplemental contract conditions.

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Signature

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Date

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Preferred Phone Number

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Preferred Email