# SUPPLEMENTAL QUESTIONNAIRE

**For**

**STAFF RESEARCH ASSOCIATES**

1. **OUTLINE OF RESEARCH PROJECT(S)**

State briefly, but as specifically as possible, the objective(s) of the research project(s) to which the SRA is assigned. (For example, not “nutrition research” but “nutrition experiments with rats to study the effects of material vitamin deficiencies during pregnancy.”)

**II. SKILLS AND VARIETY OF FUNCTIONS REQUIRED BY POSITION**

1. State briefly, but specifically, the major technical procedures and/or functions the SRA performs, indicating as appropriate the general field(s) in which SRA is working, For example:

“Virology: virus back titrations, neutralization tests, plague formation, infection foci formation, total virus titrations;”

or “Biochemistry: extraction and fractionation of antigens using different centrifugation and fractional precipitation methods, analyze antigens, antigenic fractions and enzymes using gravimetric colormetric and spectro-photometric methods;”

or “Animal surgery: preparation techniques, oraietomy, orchidectomy, total mammectory, whole gland transplantation, tumor transplantation, dissociated cell transplants.”

1. Please list those aspects of the technical procedures the SRA performs that are the most difficult or critical in terms of skills required. Skills may be observational or relate to manual dexterity, or a combination of the two, and typically are acquired through on the job experience. For example, in animal surgery, the inaccessibility of a structure and its proximity to a vital organ might be the conditions that require the most delicate skills. In a biochemical method for enzyme measurement, the rapid handling of small amounts of biological materials using unstable reagents and complex equipment would represent the most difficult aspects. In citing critical or difficult conditions, be as specific as possible, e.g., if one such condition is the small size of samples, specify the actual amount.

1. Is the SRA expected to

(a) select methods of statistical analysis? YES  NO

(b) computations? YES  NO

(c) compile and/or summarize data? YES  NO

(d) select methods of data presentations? YES  NO

(e) prepare charts, graphs, tables, etc.? YES  NO

(f) write up methods and results? YES  NO

(g) draft reports of problems, methods,

results and tentative conclusions? YES  NO

#### III SUPERVISION RECEIVED

1. Does the SRA participate:

(a) in overall planning of the laboratory’s research projects? YES  NO

(b) in determining experimental conditions for your assigned projects? YES  NO

(c) in selecting methods of approach for desired results for your YES  NO  assigned projects? Give a specific example for each “Yes” answer:

1. How is work assigned to the SRA (e.g., by weekly consultation, daily receipt of samples)?

Explain:

1. Does the SRA schedule their own work within specific assignments? YES  NO

Does the SRA determine priorities of execution of projects if more than one YES  NO

is assigned? If either answer is “yes,” on what basis is this done

(e.g., perishability of samples, availability of experimental

animals or specimens, critical importance of the project)?

Explain:

1. (a) Is the SRA expected to recognize irregularities and invalid results? YES  NO

(b) Does the SRA investigate unanticipated side effects or problems? YES  NO

(c) If either answer is “yes,” would the SRA investigate a problem after

discussion with supervisor  or

independently    
If independently, give a specific example:

1. Is the SRA’s work reviewed with your supervisor in terms of:

(a) separate steps of a technical procedure? YES  NO

(b) final test results? YES  NO

(c) unusual or out-of-line results only? YES  NO

(d) summary of project results? YES  NO

**IV ORIGINALITY/INNOVATION REQUIRED BY THE POSITION**

1. Does the SRA’s work require consulting the literature? YES  NO  If so, what literature and what purposes? Explain:
2. Does the SRA’s work require:

(a) modifying existing procedures? YES  NO

(b) adapting and or standardizing new ones? YES  NO

Give specific examples for each “Yes” answer:

1. Has the SRA developed any new techniques, methods, or other solutions to problems including suggestions for new areas of investigations YES  NO  IF “Yes,” explain providing examples:

1. Does the SRA present on SRA findings? YES  NO

co-author or publish findings? YES  NO

or communicate with other laboratories and/or YES  NO

universities engaged in similar research?

For each “Yes” answer provide an explanation and/or example:

1. **LABORATORY MANAGEMENT INCLUDING SUPERVISORY RESPONSIBILITY**
2. What service, training, or consultation does the SRA provide to others (e.g., students, research personnel)

(a) within your department?

(b) outside your department (e.g., teach an extension course)?

1. Does the SRA determine need for additional laboratory personnel? YES  NO

interview? YES  NO  hire? YES  NO

train? YES  NO  plan and assign work? YES  NO

review work? YES  NO  recommend salary

increases? YES  NO

Does the SRA perform each “Yes” independently? YES  NO  If not, explain:

1. Does present SRA work involve planning use of space and facilities? YES  NO

scheduling of facilities? YES  NO  determining priorities in use? YES  NO

Explain each “Yes” answer:

1. Does the SRA maintain the laboratory’s supplies YES  NO   
   recommend need for equipment YES  NO

Select and/or search for equipment YES  NO   
obtain repair services: YES  NO

1. If the SRA writes justifications and/or specifications for unusual laboratory equipment, explain providing an example(s) and including to whom justification is addressed.

1. If the SRA controls expenditure of funds for supplies and equipment, what is the approximate annual amount involved? $

###### VI OTHER

**A** Please add any other information about SRA job which has not, in your opinion, been adequately covered by the foregoing questions: