# 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: