

CONDUCTING RESEARCH ON OFF-CAMPUS LOCATIONS

RATIONALE

The Arkansas Agricultural Experiment Station conducts a large proportion of its research on research centers and stations located away from Fayetteville. These locations are Northeast Research and Extension Center (NEREC), Keiser (includes Delta Branch Station at Clarksdale); Southeast Research and Extension Center (SEREC), Monticello (includes Southeast Branch Station at Rohwer); Rice Research and Extension (RREC), Stuttgart; Southwest Research and Extension Center (SWREC), Hope; Cotton Branch Station, Marianna; Pine Tree Branch Station, Colt; Livestock and Forestry Branch Station, Batesville (directed by Head of Department of Animal Sciences); Fruit Substation, Clarksville; and Vegetable Substation, Kibler (directed by Head of Department of Horticulture). These locations have either a Director or Superintendent in charge, and each location must operate within support personnel salary and maintenance and operation budgets. Thus, careful planning is required to conduct research within the capability and budget of the Centers and Stations.

APPROVAL OF RESEARCH PROJECT AT OFF-CAMPUS LOCATIONS

Preliminary plans of work must be submitted by the Researcher/Specialist to his/her Department Head/Section Head and the Off-Campus Station Director or Superintendent by March 1 for Agronomy and Horticultural locations (August 1 for winter crops). The plan of work shall include type of soil, size and number of plots, special labor needed and other information as appropriate for preparation and use of Center and Station facilities in the research.

Station Directors/Superintendents and Department Heads/Section Leaders will review the preliminary plans of research requests and make decisions on work to be conducted at the Off-Campus locations based on space, personnel, budget and priority of research, as well as relative responsibilities of all parties.

Animal Researchers will submit a preliminary plan of research to their Department Head/Section Leader and Station Director/Superintendent for approval before the research can be initiated, to include adherence to IACUB Guidelines.

Grant proposals involving research to be conducted on off-campus locations should be reviewed before submission to granting agency by Department Head/Section Leader and Station Director/Superintendent to determine if research can be done feasibly at Off-Campus Station.

CONDUCTING THE RESEARCH PROJECT

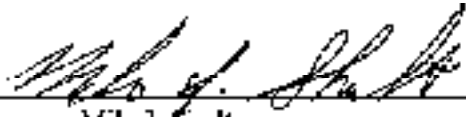
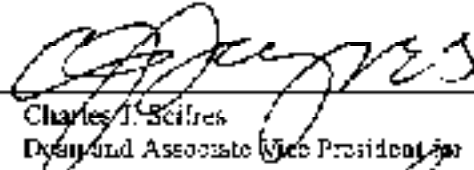
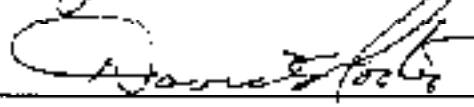
It will be the responsibility of the Researcher/Specialist to provide the Station Director/Superintendent and Department Head/Section Leader a detailed plan of work for the research project.

It will be the responsibility of the Researcher/Specialist to insure that this plan of research is being carried out satisfactorily. Thus, there must be frequent and good communication between the Station Director/Superintendent and the Researcher/Specialist.

The Off-Campus Station Director/Superintendent will be responsible for providing the preparation of site, labor, supervision, materials and supplies for conducting the research project, as agreed upon with project leader and Department Head/Section Leader.

Data analysis will be the responsibility of the Researcher/Specialist.

Approval

 Milo J. Skutt Vice President for Agriculture	<u>11-7-95</u> Date
 Charles J. Seifres Dean and Associate Vice President for Agriculture - Research	<u>11-7-95</u> Date
 David F. Foster Associate Vice President for Agriculture - Extension	<u>11-7-95</u> Date