

University of Vermont
Graduate Student Assistant or Fellow Offsite Research Work Agreement

Applies to graduate students with a research focused assistantship or fellowship and postdoctoral fellows: Graduate Research Assistant (GRA), Graduate Assistant (GA), or Predoctoral Fellow (PreDF) and Postdoctoral Fellow (PostDF) on University Training Grant or Individual Fellowship.¹ This Agreement defines parameters for laboratory researchers to work offsite.

This Agreement is temporary and in response to Covid-19. The agreement applies for 30 days from original signing or until the University Administration determines that normal business operations are restored, whichever comes first. If there is a need to continue offsite work due to Covid-19 after 30 days the project(s) component of this Agreement must be updated by the advisor and, if off site work remains feasible, the advisor and student will sign with a new date and send a copy to the Dean of the Graduate College.

These conditions for offsite work must be agreed upon by the student or PostDF, the advisor, the Dean/Director/Department Head (or designee) of the student's or PostDF's advisor and the Dean of the Graduate College in order to take effect. If a student is in a program with research rotations and has not selected a formal dissertation or thesis advisor, then the Faculty Program Director/Coordinator will act as the advisor for this Agreement.

GRA/GA/PreDF/PostDF Name: _____

GRA/GA/PreDF/PostDF UVM email address: _____

For students, name of Graduate Program and degree level (masters, doctoral):

Advisor's Name _____

Advisor's UVM email address: _____

Source of Funding	<input type="checkbox"/> UVM General Fund source	Describe:
	<input type="checkbox"/> Faculty Research Grant	PI:
	<input type="checkbox"/> UVM Training Grant	PI:
	<input type="checkbox"/> Individual Fellowship Grant	Student or PostDF is PI
	<input type="checkbox"/> Other source	Describe:

The student/PostDF will work at (street address, city, zip code) and, in addition to UVM email, will be accessible by (check all that apply):

Phone (list number) _____

Text (list number) _____

Additional e-mail address (provide) _____

The project(s) on which the student or PostDF will work during the offsite Agreement are:

Check all that apply	Assignment	Description and deliverable
	Develop Grant Proposal	
	Prepare Manuscript(s)	
	Data Analysis and write up	
	Literature review	
	Describe new research protocol (from literature)	
	Qualifying/comprehensive exam preparation	
	Qualifying/comprehensive exam completion	
	Prepare thesis or dissertation proposal	
	Defend thesis or dissertation proposal	
	Write thesis or dissertation chapter(s)	
	Complete thesis or dissertation	
	Defend thesis or dissertation	
	Other	
	Other	
	Other	
	Other	

Advisor and student/PostDF agree to check in at regular intervals (not less than a week apart) by Zoom, Teams or other mutually acceptable format to provide advice and appropriate support, and to discuss and assure appropriate progress is being made.

Lab meetings between student/PostDF, advisor and other members of the team will occur as required by the advisor.

If any onsite work will be required during this period because the student or PostDF is considered essential to an approved essential activity, please check here _____ and include evidence that the requirement has been approved by of the faculty member’s Dean/Director/Chair.

Any [Student Accessibility Services](#) accommodations in place should be addressed for consideration in the offsite environment and addressed here in this document:

I agree to the duties, obligations, responsibilities and conditions for offsite work described above. I understand that management may terminate this arrangement at any time.

Student or PostDF Signature _____ Date _____

Advisor’s signature _____ Date _____

Dean or Chair signature _____ Date _____
(of the faculty)

Dean of the Graduate College Signature _____ Date _____

Verified electronic signatures are accepted. Open form in your PDF viewer rather than your browser window. If you do not have the appropriate software for this fillable version, please print and complete.

Send Completed form to Dean Forehand; Cynthia.Forehand@med.uvm.edu; or Graduate College, 330 Waterman Building, University of Vermont

¹ For a full time GRA or GA (0.5FTE), the student's research position related effort expectation is 20 hours/week in addition to effort related to their studies (3 hours/credit hour per week). For a full time PreDF (1.0 FTE), the student's fellowship effort expectation is 40 hours/week, which will be a combination of effort related to their studies (3 hours/credit hour per week) and effort related to their research. For a full time PostDF (1.0 FTE), the fellowship effort expectation is 40 hours/week.