

Frequently Asked Questions for Working at a UW Research and Extension Center  
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Below are some questions frequently asked at the different Research and Extension Centers. Each center is different, so if you are unsure of how this applies or have other questions, please do not hesitate to ask.

Q: Why do I have to go through training at each center?

A: There are several reasons. We want you to know who to contact at the centers. We want you to know where emergency supplies and facilities are located and procedures to follow. We want you to work safely at each of the centers. You will be provided with information on:

- decontamination location,
- the location of the central display,
- how and where to report application data,
- how to act once on the site if there during office and/or non-office hours (i.e., posting if farm manager is not on site),
- the location of the nearest medical facility and contact phone numbers, and
- any other site specific information that must be relayed to workers and handlers.

Q: Do I have to sign in and out?

A: Yes, every time you come to a center to work, you should first visit the office or other designated location and sign in and remember to sign out when you are done. If you don't sign out, we may try to contact you or your faculty advisor or send our crews out to find you.

Q: If I have been trained in the new Worker Protection Standards, do I have to do it at every Center?

A: No. Once you have been trained by a trained trainer, you are good to work at every Center as well as at off-site locations. You just need to provide documentation that you have been trained one time. However, your training only lasts for a year, so needs to be repeated yearly.

Q: If I need to use equipment at the Center, what do I do?

A: Contact the Center as far in advance as you can. They can tell you if it is available, get it reserved, and either schedule to do the work for you or train you on the use if allowed. If you are planning (hoping) to run equipment yourself, you will need to be trained and will be responsible for returning it in the same condition.

Q: What supplies are available at the center?

A: Each center has emergency supplies, but you should always come to the center with all the supplies you need to conduct your field work. This include flags, plot stakes, sample bags, water, lunch, and anything else you need. The centers are all located in town and if you do not have the supplies you need you should be able to purchase them at a local hardware store, but you should not expect the centers to supply them.

Q: How do I get my research project done at a Center?

A: Before you submit a grant for a project you hope to conduct at one of the Centers, contact the Center Director or Farm Manager to see if resources will be available. If it looks promising, go to SARRA and fill out a request for a new project. This includes how much land or number of animals you hope to utilize, the protocols you hope to use, who will be doing the work, and other related information. The Farm Manager will be in touch as the field season approaches to work with you to get your project on the ground.

Q: Why do I have to pay plot or animal fees to do research on the Center?

A: Fees for research were established to help cover the costs. These should be used in your grants as one of the costs of doing the research and are published in the UW Fee Book. There are different fee levels depending upon whether you are from the College, University, or an outside researcher. These fees cover some of the costs of field preparation, planting and raising the crop, harvest, and post-harvest activities or animal use and care. Extra things done by the Center on a grant should be paid for out of the grant (this is where it is essential you visit with us as you are writing your grant). The idea is that the fee covers the “typical” things done to raise a crop or maintain an animal.

Q: What fees do I pay if I am doing research for an outside company?

A: If the company has contracted with a university faculty member to do some research or trials and the faculty member has the right to publish the results, they would pay the College or University rates. If the company requires the results to remain proprietary, they would pay the outside researcher rate. If you are doing the work for a company on some kind of agreement, you should negotiate for the outside researcher rate if the results are proprietary (not publishable or sharable with our stakeholders).