# Considerations for Researchers

Directions:Use this checklist to prepare for a conversation with leadership about keeping your lab and research on track while filling an interim or acting role. Record your thoughts and questions to include in conversations with leadership. You can adapt any of these to meet your unique needs.

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| Professional considerations | | |
| **✓** | **Things to Think About** | **My Notes and Questions** |
|  | Grant cycle | Do you have an award renewal coming up? What is the timing of the grant and the anticipated time of interim or acting service? What resources will you need to do both well? |
|  | Tenure status | How will taking on this role affect your research productivity? Do you have any concerns? |
| **Setting yourself up for success** | | |
| **✓** | **Things to Think About** | **My Notes and Questions** |
|  | Protected lab time | What needs to be in place for you to be successful? Consider protected time, how to handle lab and staff meetings, and grant writing. |
|  | Temporary hire | Will you need the administration to fund and hire a short-term research associate or postdoc? How long should their term be? |
|  | Task shifting | Can any responsibilities be shifted to others on the leadership team or outsourced? |