

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 the Northeast Research and Extension Center (NEREC), Keiser (includes Judd Hill Research Farm); Rice Research and Extension (RREC), Stuttgart; Southwest Research and Extension Center (SWREC), Hope; Lon Mann Cotton Research Station, Marianna; Pine Tree Research Station, Colt; Livestock and Forestry Research Station, Batesville; Fruit Research Station, Clarksville (directed by Head of Department of Horticulture); and Vegetable Research Station, Kibler (directed by Head of Department of Horticulture); and Rohwer Research Station, Rohwer. Each location has a Station or Research and Extension Center Director (hereafter called Station Director) 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 each locations capability and budget.

APPROVAL OF RESEARCH PROJECT AT OFF-CAMPUS LOCATIONS

The Investigator must submit a preliminary research plan to his/her Department Head, co-investigators receiving funding, and the Off-Campus Station Director for approval using a completed Land Use Request and Budget Form. For commodity board (corn and grain sorghum, cotton, rice, soil testing, soybean, and wheat) funded projects the signed approval form is due on the same dates as the proposal and budget due date (due dates may vary from year-to-year, but December 1 for summer crops and August 1 for winter crops). Changes in budget allocation due to changes in funding allocation or project scope require review and approval by signature from all involved parties using an updated Land Use Request and Budget Form.

Grant proposals involving off-campus locations should be reviewed and approved by the Department Head and Station Director before grant submission to the funding agency. Service project research and demonstration and private industry funded research established on Centers and Stations requires a completed Land Use Request and Budget Form be submitted and approved (e.g., signed by Investigator, Department Head and Station Director) as far in advance as possible but before research is established. The completed Land Use Request Form should be the most recent version and include field id (when known), soil texture, size and number of plots, research duration, and special labor needed and other information as appropriate for preparation, establishment, maintenance and harvest of research and use of Center and Station facilities. The Land Use Request and Budget Form is not a substitute for direct communication regarding the proposed research. Situations or crops not covered in the Land Use and Budget Form may be finalized by negotiation between the Station Director and Investigator. For these atypical situations, the Land Use Request and Budget form should be completed to serve as a written record of the negotiated terms and research details. When needed and available, the Investigator can use production budgets from other universities or USDA as a basis for budget development.

Research treatments or land manipulation that may be detrimental to long-term field productivity, introduce noxious weeds/pests, introduce transgenic plants or varieties not approved for commercial production, influence the usefulness of the field and surrounding station resources for future research and production activities, or threaten commercial commodity production and markets must be defined in writing and approved by the Assistant/Associate Director of the Arkansas Agricultural Experiment Station. Station Directors and Department Heads will review the preliminary research requests and make decisions on the

work to be conducted at the Off-Campus locations based on space availability, personnel, budget and priority of research, as well as relative responsibilities of all parties.

Animal researchers will provide a detailed plan of work and funding plan for the research project as outlined below under CONDUCTING THE RESEARCH PROJECT section and must adhere to Institutional Animal Care and Use Committee (IACUC) Guidelines, and plan of work must include the IACUC protocol number.

CONDUCTING THE RESEARCH PROJECT

The Investigator is responsible for providing the Station Director and Department Head a detailed plan of work for the research project that outlines the agreed upon responsibilities of the researcher and the station personnel. The detailed plan of work should include plot/pasture layouts, research duration, treatment names, management tasks, measurements to be recorded and which personnel will collect data, and harvest method.

The Investigator is responsible for ensuring that the final, approved research plan is carried out satisfactorily. Thus, there must be frequent, timely and meaningful written and verbal communication between the Station Director and the Investigator or other authorized representatives of each participant.

The Off-Campus Station Director will be responsible for preparing the site, and implementing the research maintenance and management tasks outlined in the Land Use Request and Budget form. Changes or deviations in the research plan must be communicated and approved in writing. Any improvements made to the infrastructure and land of the Research and Extension Center and Station remain the property of the Research and Extension Center and Station.

Data analysis will be the responsibility of the Investigator.