This document sets out some of the responsibilities incumbent on principal investigators and the DRC. It should answer some questions you have about project organization and set expectations for our work together. Please read it carefully and then sign at the bottom to indicate that you agree with these terms.

Expectations:

i. The Principal Investigator is responsible for their project. DRC staff are available to guide and assist each project, however PIs will have responsibility for overall project direction. This will require a working familiarity with the data involved in the project.

ii. The PI and team members assigned to each project are accountable to each other.

iii. Project teams will receive copies of the Libraries' internal evaluation forms, so that projects are aware of the priorities driving DRC management.

iv. In the DRC we want our graduate employees to be treated ethically. To that end, the PI is to be mindful of the hours their research assistants are working, ensure that their labor is used ethically, and that academic credit is shared where appropriate.

v. Project members are entirely welcome to use the Digital Research Commons during office hours. However, please be considerate; because the DRC hosts classes workshops, lectures, and seminars, we welcome advance notice of your intent to use the space. In F18, classes are in the DRC M/W 2.30-5.30pm.

vi. DRC staff are available to assist all team members with additional training requirements as projects progress. Please give a week's notice before requiring training.

vii.   PIs are responsible for communicating their progress to DRC staff (Claude Willan or Elizabeth Stravoski) at minimum once per month.

viii.   Occasionally, issues or problems will occur that were not anticipated in the original project charter. Please let us know as soon as possible.

ix.   The DRC will provide an in-house project manager for any projects which require more administrative organization. The PM's time is a shared resource should be treated as such.

x.   Projects are expected to deposit at least one open-access deliverable into the UH libraries at the end of their term. In return, the DRC will host online assets (websites, for example) for sponsored projects for a limited period of time, to be decided by PIs and DRC staff together.

xi.   Projects will produce their deliverables on schedule, and provide the DRC with files and documents in a timely manner at the end of the period of their sponsorship.

Signature of principal investigator:

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Signature of DRC Director:

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