McMaster Research Shop Team Lead Roles and Responsibilities

January 2019

Research Shop Objectives
The Research Shop will:

1. Help organizations make research-informed decisions and do research-grounded advocacy
2. Provide students with experience in collaborative research that responds to practical questions
3. Foster a spirit of creativity, mutual learning, openness, and trust

Team Lead Commitments
The Team Lead will:

1. Volunteer their time with the Research Shop under the supervision of the Research Shop Coordinator, which requires participating in the team project for approximately 5 hours per week over 2-4 months until project conclusion (more specific timeline to be communicated to each team at the beginning of their project)
2. Liaise with their community partner:
   a. To clarify a project focus, work plan, timeline, and deliverable format
   b. By seeking and responding to feedback from community partner on project deliverable
3. Coordinate teams to collaboratively devise and carry out project work plans by:
   a. Scheduling and chairing regular team meetings and being available for research team support between meetings by email/phone/Skype
   b. Developing and managing project work plans (in consultation with the team) according to set timelines
   c. Helping team members resolve difficulties or conflicts that may arise
   d. Seeking Research Associate feedback throughout the project and incorporating this feedback into team operations
4. Maintain regular communication with the Research Shop Coordinator regarding team progress and support needs, such as:
   a. Updating the Research Shop Coordinator on team progress and performance every two weeks using the provided progress report template
   b. Responding to emails from the Research Shop Coordinator in a timely manner (within 24 hours during weekdays, unless there are extenuating circumstances)
   c. Sharing a project work plan and timeline (i.e., the research plan template) with the Research Shop Coordinator (or other project supervisor, as applicable)
   d. Notifying the Research Shop Coordinator about training /development needs of their Research Associates and/or suggestions for improving Research Shop operations
   e.Cc’ing the Research Shop Coordinator (by email) on any communication with the community partner, and communicating with the Coordinator regarding any potential difficulties in negotiations with the community partner
f. Ce’ing the Research Shop Coordinator (by email) on any major team communications (e.g., scheduling meetings, sending out meeting minutes)

g. Seeking feedback on their final deliverable (e.g., the final report) before it goes to the community partner for feedback and incorporating or addressing all feedback received

5. Encourage high standards of academic quality and integrity and recognize intellectual property rights by:

   a. Offering feedback on Research Associates’ research strategies, written work, and engagements with the community
   b. Acting as the lead author and editor of a final deliverable
   c. Adhering to McMaster’s Academic Integrity Policy
   d. Respecting the conditions of McMaster’s institutional academic journal subscriptions by not sharing copyrighted (i.e. non open-source) sources with anyone outside the research team
   e. Determining final authorship order in discussion with team members (and the Research Shop Coordinator, if necessary)

6. Contribute to personnel management and recognition by:

   a. At their discretion and when necessary, recommending to the Research Shop Coordinator that a Research Associate’s volunteer position be terminated
   b. Documenting/confirming performance in support of letters of reference for their Research Associates (to be written by the Team Lead and/or Research Shop Coordinator)

7. Perform Research Shop-related tasks in ways that are safe and do not pose an increased risk to their own or others’ health and safety (above typical activities of their daily life)

Research Shop Commitments

In return, the staff of the Research Shop will:

1. Seek to provide a meaningful learning opportunity by:

   a. Liaising with community partners to identify relevant and impactful research questions
   b. Inviting Team Leads to attend volunteer orientation as well as a Team Lead training
   c. Offering Team Leads support throughout the duration of their project
   d. Facilitating related training opportunities
   e. Responding to any questions Team Leads have with regard to the above responsibilities
   f. Supporting in the resolution of any difficulties or conflicts that may arise

2. Provide a Certificate or Statement of Professional Learning upon project completion or another form of reference letter, as requested by the Team Lead

3. Ensure Team Leads have a copy of their team’s final report for private, personal use (e.g. to submit to future positions as a writing sample) and know how to list their collaboratively produced deliverable on their resume