

SCHOOL OF LAW

GRADUATE RESEARCH ASSISTANCE SCHEME

Members of academic staff are encouraged to request research assistance from the School's Graduate Teaching & Research Assistants (GTRAs). Please note that this scheme does not provide assistance for externally-funded projects.

Duties assigned to a GTRA may include, as directed by and in cooperation with the member of academic staff who has been allocated their time:

- searches of legal/criminological sources;
- bibliographic searches;
- contributions to literature reviews;
- collection and analysis of data (either quantitative or qualitative);
- assistance in the writing of reports, publications, grant applications;
- research administrative tasks;
- assistance with the organisation of seminars, workshops and conferences.

Work may include liaising with other academic staff and GTRAs as appropriate.

GTRAs' time should be allocated as widely as possible across the School. They cannot expect to work only in the area of their thesis. Equally, staff should not annex their time for the exclusive benefit of a limited number of projects.

GTRAs will each provide a combined total of 245 hours teaching assistance and research assistance per annum. The number of hours available for research assistance will vary for individual GTRAs, depending on the number of teaching hours they have been assigned for the year.

The School's Postgraduate Research Co-ordinator will maintain a timesheet and allocate the GTRAs' time in accordance with requests. **Initial requests may be for a block of up to 30 hours.** Additional blocks of time may be requested, but they will be allocated only once a GTRA's time becomes available again, after work for other members of staff in the queue for some "GRA time" has been discharged.

Requests for research assistance should, on the relevant form (see page 2):

- Indicate the nature of the overall project that the assistance will be contributing to;
- Provide a realistic estimated time period within which the assistance is required;
- Provide a list of the task(s) to be performed within the time requested
 - The list should be sufficiently detailed to provide criteria for judging whether the task has been performed successfully;
 - Initially, and subject to review, staff are expected to exercise judgment about how much work can reasonably be completed in the time requested. Staff are welcome to consult with the Director of Research on this point.

On completion of the task(s), the School's PGR co-ordinator will check with the member of academic staff for whom the research assistance was provided, (i) how much of the work was ultimately completed, (ii) if the number of GRA hours initially assigned to the member of staff had to be exceeded to complete the task; and (iii) whether or not the assistance that was provided was satisfactory, or better/worse than that. These staff 'reports' will be kept for the future reference of the School's PGR Committee and Research Strategy Group.

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APPLICATION FORM, 2013-14

Name of applicant (member of staff applying for assistance):

Nature of research project:

Type of publication likely to result, or how the expenditure will otherwise contribute to your overall research profile:

Detailed breakdown of work required from Graduate Research & Teaching Assistant (GTRA):

Task	No. of hours (maximum of 30 hours in total)	Dates	Any special requirements eg skills of the research assistant, access to resources such as photocopying, specialist software etc.
Total number of hours			

Signature:

Date of application:

Important:

Successful applicants will be asked by the School's PGR co-ordinator to provide an e-mailed report of the GTRA's work when the task(s) has/have been completed.

Please submit your application to Stephen Wadsworth (PGR co-ordinator) at
stephen.wadsworth@manchester.ac.uk.