

Annex 4.2b – Technician survey template

Time Allocation

Please indicate against each item in the list below approx what percentage of your time is spent on that activity as a total for your job, and then for the work you do for research projects (all types of sponsored grants and contracts including Research Councils, European Union, Industry and Charity funded projects), to support Postgraduate research student activity, and to support any institutional/own-funded research (i.e. where there is no external sponsor). Only occasionally will the second column total be as high as 100%.

	Total	Supporting Research activity
1. Health & Safety Issues	_____ %	_____ %
2. Supervision of other technicians	_____ %	_____ %
3. General administration	_____ %	_____ % (e.g., meetings, ordering etc)
4. Laboratory Support Research	_____ %	_____ %
5. Laboratory Support Teaching	_____ %	
6. Management of a Facility	_____ %	_____ % (e.g., metallography, x-rays, heat treatment)
7. Management of Equipment	_____ %	_____ %
8. Other (please specify)		
_____	_____ %	_____ %
TOTALS	<u>100%</u>	_____ %

9. Does the above split vary significantly at different times during the year (for example, during non-term time)? If yes, how does it change?

10. Please provide any further information, which you would like to add:
