

Research Activities Form

Complete this form for positions being considered for exemption from civil service in accordance with the provisions of RCW 41.06.070 based on involvement in research activities (e.g. Research Coordinator, Research Consultant, Research Manager). **Do not use this form for Research Scientist/Engineer Series titles.**

Indicate the type of responsibility and percentage of time devoted to the tasks listed below. Please ensure the Research Activities selected below are fully described in the position's job description. 50% or more of the position's total percentage of time must be devoted to duties that are consistent with the criterion for exemption from civil service based on research. Percentages reflect total duties, not % FTE.

Position Identifiers

Employee Name (enter "vacant" if a recruitment):

Position Number:

Manager's Name:

Department:

Creation/Revision Date:

Position Responsibilities

Complete the following fields. The total percentage of time should not exceed 100%. Totals will auto-calculate.

Identifying and Defining Research Problems

% of time is solely responsible

% of time provides significant contributions

% of time provides basic input to be developed by more senior position

% of time other, describe:

Has little or no responsibility for this task

Designing Approaches or Hypotheses to be Tested and Methodology to be Used

% of time is solely responsible

% of time provides significant contributions

% of time provides basic input to be developed by more senior position

% of time other, describe:

Has little or no responsibility for this task

Designing Specific Phases of Research Projects

% of time is solely responsible

% of time provides significant contributions

% of time provides basic input to be developed by more senior position

% of time other, describe:

Has little or no responsibility for this task

Analyzing Results

% of time is solely responsible

% of time provides significant contributions

% of time provides basic input to be developed by more senior position

% of time other, describe:

Has little or no responsibility for this task

Developing Conclusions

% of time is solely responsible

% of time provides significant contributions

% of time provides basic input to be developed by more senior position

% of time other, describe:

Has little or no responsibility for this task

Presenting Research Results in Publishable Form

% of time is solely responsible

% of time provides significant contributions

% of time provides basic input to be developed by more senior position

% of time other, describe:

Has little or no responsibility for this task

Obtaining Research Grants (Does Not Include Grant Related Fiscal/Budget Work)

% of time is solely responsible

% of time provides significant contributions

% of time provides basic input to be developed by more senior position

% of time other, describe:

Has little or no responsibility for this task

Total:

If an accommodation is needed in the completion and submission of this form, please contact the sponsoring unit.

Revised: 3/11/2025

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