

## **IUCRC Evaluation Project Procedure for Obtaining Substitute Evaluator Coverage (“Buddy System”) for IAB Meeting Responsibilities**

### Situation:

Most IUCRC evaluators have multiple responsibilities including teaching duties and serving as evaluator for more than one center. Given these circumstances, it is inevitable that conflicts will occur that prevent an assigned evaluator from being able to attend a specific IAB meeting. Further, we should not expect centers to modify their meeting plans to accommodate an evaluator’s schedule. Since attending IAB meetings is a required duty for an evaluator, we have developed a voluntary system for insuring that this responsibility is covered.

### Substitute Procedure:

1. Evaluators voluntarily agree to participate in a system to provide substitute coverage (“buddy system”) for IAB meetings that assigned evaluators cannot cover.
2. Individuals who participate in the buddy system agree to compensate their substitute for time and travel expenses at a standard rate and pay them out of their evaluator support. It is assumed that the typical center meeting is 1.5 days and travel would add an extra half-day for 2 days. Payment would be adjusted if meetings were shorter or longer than this benchmark.
  - a. Compensation:
    - i. Consulting rate: \$750/day
    - ii. Travel: Actual expenses (airfare, hotel, per diem, etc.).
      1. There is an obligation on both parties to make arrangements as early as possible in order to obtain best rates on air and hotel.
    - iii. Payment mechanism: Substitute evaluator provides assigned evaluator an invoice detailing all charges. Assigned evaluator arranges for payment.
      1. Assigned evaluator will need to take necessary steps to address tax reporting requirements.
  - b. Duties of Substitute:
    - i. Attend meeting and provide advice and assistance to director and staff;
    - ii. Manage the LIFE feedback system and collect process/outcome data as necessary;
    - iii. Provide a “meeting report” to the assigned evaluator in a timely fashion that summarizes critical news and activities from the meeting. One can use the “NSF not Present” meeting report for this purpose
  - c. Implementation
    - i. Assigned evaluators needing someone to cover an IAB meeting should contact other evaluators directly (e.g., can use our evaluator listserv). The assigned evaluator is responsible for contacting and negotiating with potential substitutes.
3. It is understood that while individuals participating in the system are not required or expected to accept every substitute assignment they are offered, the viability of the system depends on everyone pitching in.
4. If an evaluator does not agree to participate in the buddy system or cannot obtain coverage for one of their IAB meetings, they must make other arrangements to insure their duties are covered and/or may need to negotiate an appropriate adjustment to their compensation with their director.