Author - Site Tester Protocol
Transforming Undergraduate Mathematics via Primary Historical Sources (TRIUMPHS)
http://webpages.ursinus.edu/nscoville/TRIUMPHS.html

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Site Testers play a valuable role in the grant effort, specifically in helping the development and refinement of Primary Source Projects (PSPs).To that end, PSP authors and site testers have the responsibility to be in contact with each other before, during, and after project implementation in order to discuss ideas, difficulties, and nuances of the project.

In particular, the PSP author should be in contact with the site tester at least 3 times:

1) before the course begins, an e-mail from the author to the site tester that:

- thanks site tester for interest in PSP;
- makes sure site tester has most recent version of the project;
- reminds the site tester that the author is available with questions, either before class starts or while class is in progress; and
- possibly offer some additional ideas about how the project could be used (beyond what's in the "Notes to Instructors" section), provide contact information of other instructors who have already taught with the PSP, or any other specific things that the author really wants the site tester to know.

2) one - two weeks before the project was originally planned for implementation in order to inquire whether the implementation date is still on schedule, and whether the instructor has any new questions concerning the project or its implementation.

   If a site tester is using a full-length PSP, the author should also contact the site tester roughly halfway through implementation just to check in; for longer PSPs, this might be more frequently done;

3) following the implementation of the project in order to find out how it went, and to remind site tester to submit an *Instructor Implementation Report* within two weeks of completion of the PSP.

Contact may take many forms, though we hope that at least one contact involves real-time conversation (phone or online chat). The above three contacts should generally be initiated by the author. It is, however, the responsibility of both the site tester and the project author to ensure that these contacts take place.

Site testers interested in additional implementation support beyond that provided by the basic protocol described above may submit a request for travel funding, either to have the PSP author visit their institution during implementation, or to visit the author's institution while the author is implementing a PSP. Should the PSP author not be available for this purpose, another member of the TRIUMPHS PI Team may be able to provide such support. Requests for travel funding should be sent to Dominic Klyve at klyved@cwu.edu, and will be reviewed by the TRIUMPHS Site testing Process Working Group.