

WRITER CONTRACT Number 1

This agreement starts August 1, 2021 (the “effective date”) and will end on October 1, 2021. The agreement is between firstname lastname (Contractor) and firstname lastname (Mentor). The Contractor must do A-C each weekday while meeting conditions D-G. The Contractor may do ‘windfall’ writing outside of these writing blocks on the same or other projects. The designated blocks of time in A-B do not need to be adjacent. The Contractor is required to do the following writing tasks per day.

A. Work on manuscript A1 for 90 minutes per day, M-F. Manuscript A1 is the most important and urgent manuscript.

B. Work on one grant proposal for 90 minutes per day, M-F.

C. Generative writing for one book reaching a minimum of 1000 new words by Friday of each week.

D. Qualifying text includes:

- Manuscripts, grant applications, books
- Editorial reviews of manuscripts and grant proposals
- Mind maps for planning manuscripts or grant applications
- Entries in writing logs
- Drafts of e-mails that are directly related to the project
- Heavily edited or newly generated scripts for making figures for the writing document
- Heavily edited or newly generated computer programs directly related to the project
- Entries to databases used in the research described in the paper.
- Entries in annotated bibliography
- Any other activity that advances the writing project

E. Confirm achievement of A and B by sending an email with “Done” on the subject line to the Mentor by 11:59 PM. Done on Friday’s means that the book writing is finished.

F. The contractor may not do the following during the writing blocks and will restart if any interruptions occur.

- Check e-mail
- Surf the web
- Listen to interview or news show videos on YouTube (music is okay if it is not distracting)
- Answer the phone
- Keep their office door open
- Accept visitors

G. During the writing blocks, the contractor may:

- Use the Pomodoro Technique
- Take bio breaks
- Do planning related to the writing project
- Retrieve and read literature
- Make figures
- Analyze data
- Write cover letters
- Submit manuscripts - edit text
- Work on bibliographies
- Track writing progress in Excel workbook

Contractor acknowledges to the Mentor that the Contractor agrees to abide by this Agreement.

Contractor’s signature:

Date:

Mentor’s signature:

Date: