A close up of a logo

Description automatically generated

**Pediatric Language, Literacy and Speech (PedLLS) Outcome Lab**

**Research Assistant Contract**

**A. INSTRUCTIONS**

**Please read through the entirety of this form carefully before signing.**

After completing the required fields, please sign and date this form. After this form has been signed by the research assistant, it should be emailed to pedllslab@gmail.com in PDF format.

The research assistant should keep a copy of the *Research Assistant Contract* for their records.

**B. EXPECTATIONS FOR A RESEARCH ASSISTANT**

1. Maintain confidentiality at all times.
   1. Confidentiality is the treatment and maintenance of information that an individual has disclosed in a relationship of trust and with the expectation that it will not be divulged to others in ways that are inconsistent with the understanding of the original disclosure (the consent form) without permission. Confidential information relating to human subjects in a research study may include, but is not limited to:
      1. Name, date of birth, age, sex, address, and contact information;
      2. Current contact details of family, guardian etc.;
      3. Medical or educational history and/or records;
      4. Service records and progress notes;
      5. Assessments or reports;
      6. Ethnic or racial origin
   2. To maintain confidentiality, I agree to:
      1. Keep all research information that is shared with me (e.g. flash drives, notes, transcripts, data, etc.) confidential by not discussing or sharing this information verbally or in any format with anyone other than the principal investigator of this study;
      2. Ensure the security of research information while it is in my possession (e.g. password protected files, deleting digital records related to the research study, keeping printed documents in a secure location, etc.)
      3. Not make copies of documents and/or data related to the research study unless specifically instructed to do so by the principal investigator;
      4. Give all research information/data and research participant information/data back to the principal investigator upon completion of my duties as a research assistant;
      5. After discussing it with the principal investigator, erase or destroy all research information that cannot be returned to the principal investigator upon completion of my duties as a research assistant.
2. Be reliable by being on time and being prepared for meetings.
3. Respond to emails professionally and promptly.
4. Be organized and maintain accurate records by keeping a small notebook with tasks completed by day.
5. Follow directions and guidelines set forth by the principal investigator (Dr. Karla Washington), lab managers, and those written in the lab manual.

Name of Research Assistant:

Title of Research Study:

Name of Principal Investigator: Dr. Karla Washington

**By signing this form, I acknowledge that I have reviewed, understand, and agree to adhere to the expectations for a research assistant described above. I recognize that failure to comply with these expectations may result in disciplinary action and/or removal from the lab.**

Signature of Research Assistant Date

Print Name