Research Assistant Agreement

The following is a Memorandum of Understanding regarding the roles of research assistants at The University of Tulsa (TU) in becoming active, participating members of the project entitled __________________________, under __________________________.

1. PI shall serve as the Principal Investigator.

2. PI shall be responsible for implementation of the project, including maintaining compliance with all pertinent obligations (e.g., IRB regulation, data sharing agreement, HIPAA regulations, etc.).

3. The co-PI shall take on this role should PI be absent.

4. Research assistants (RA) will include graduate students and undergraduate students in different disciplines working on the project, paid or unpaid, as follows:
   a. Collecting data
   b. Transporting data
   c. Managing data
   d. Supervising the collection, transportation, and management of data

5. Research assistants (RA) shall be responsible for upholding the pertinent regulations (e.g., IRB and HIPAA regulations, including completion of all CITI trainings), before taking part in the project.

6. RA’s will submit to the TITAN manager a brief description of the work s/he is engaged in related to project for the website every semester.

7. Upon agreeing to take part in the project research, RA’s agree to complete a specified number of hours each week, as agreed upon by PI.
   a. Monthly TITAN meetings may be included in this requirement
   b. The project meetings, conducted every other week, may be included in the requirement
   c. Annual Community Board meeting may be included in this requirement

8. RA’s agree to provide a written account documenting their completed research hours on a weekly basis (to include updated spreadsheets and data files where appropriate).

9. RA’s who wish to present or publish data related in any way to the data collected as part of the project shall submit a proposal to all pertinent faculty before submitting any abstracts or other information to any other party.

10. PI shall be a co-author(s) on any research that comes from the project data, unless otherwise specified.
11. Research extending from the project data shall be approved by PI and the TITAN co-directors, unless otherwise specified, before being presented or published, to include final products.

12. PI has established procedures for dealing with and reporting possible misconduct in science, including fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. The RA shall be informed of and understand the practices for handling such occurrences.

13. Either party, the RA or PI, has the right to terminate the contractual agreement between parties, with 15 days written notice to the other party. RA’s are expected to communicate with the PI’s in a timely, respectful manner. Failure to responsibly communicate is a condition of termination. In the event that the project terminates the prime PI, TITAN and/or the Institution shall terminate this agreement in accordance with a pre-determined policy.

14. Before termination, RA’s shall submit a brief paragraph describing their involvement in TITAN and under the project.

15. RA’s signing below state that they understand the Memorandum Contract rules that are required to take part in the project.

_______________________________  _______________________________   ____________________
Research Assistant (print):  Research Assistant (sign)   Date:

_______________________________  _______________________________   ____________________
Principal Investigator: PI (print)  Principal Investigator: PI (sign)   Date:

_______________________________  _______________________________   ____________________
TITAN Co-Director (print):  TITAN Co-Director (sign):   Date:

For the TERM & YEAR, I am contracted to work _____ hours per week for the project under the supervision of _________________. [If pertinent: I will fill out time sheets and deliver them to Cindy Tissue each Friday afternoon.] I will submit an email documenting my activities for the previous week each Monday to PI. I understand that I am required to attend semimonthly project meetings, if determined by the PI. I understand that I am required to attend monthly TITAN meetings, and if unable to do so, I must discuss this with my PI.