

Research Assistant Confidentiality Agreement

This agreement is between: _____ (name of principal investigator) and _____ (research staff name and affiliation) for _____ (name of protocol); IRB Number # _____ (IRB protocol number).

Summary of job description/service provision: Research assistant will perform qualitative analysis of relevant research data, which will be provided to the research assistant by _____ (name of principal investigator). Upon completion of the qualitative analysis research assistant will collaborate with the other research assistant to complete the analysis. Researchers will then send the analyzed data in a password protected document, attached to an encrypted email to the researcher and review the results.

I agree to:

1. Keep all the research information shared with me confidential. I will not discuss or share any of the research information with anyone other than with the Researcher(s) or others identified by the Researcher(s).
2. Keep all research information secure while it is in my possession. Specifically, I will comply with the instructions of the Researcher(s) about requirements to physically and/or electronically secure records (including password protection, file/folder encryption, and/or use of secure electronic transfer of records through file sharing, use of virtual private networks, etc.).
3. Not allow any personally identifiable information to which I have access to be accessible to anyone outside of the research team (unless specifically instructed otherwise in writing by the Researcher(s)).
4. I will inform the Researcher(s) immediately of any potential data breaches so that they can address the situation promptly.
5. Return all research information to the Researcher(s) when I have completed the research tasks or upon request, whichever is earlier.
6. After completing the research tasks or upon request, destroy all research information regarding this research project that is not returnable to the Researcher(s) after consulting with the Researcher(s) to obtain specific instructions.

Research Assistant's Name: _____

Date: _____

Research Assistant's Signature: _____

Date: _____