



**Undergraduate Research Assistant Volunteer Agreement
Cognitive Control and Psychopathology Laboratory
Deanna M. Barch & Todd Braver, Co- Directors, CCP Lab**

This document constitutes an agreement between you, a research assistant (RA), and Drs. Deanna M. Barch and Todd S. Braver, Co-Directors of the Cognitive Control and Psychopathology Laboratory (CCP Lab). Portions of this agreement are applicable beyond the termination of your association with the CCP Lab. Please read the agreement carefully, discuss it with your supervisor or the lab directors, and only sign it once you are certain you can adhere to its guidelines.

What You Can Expect

Research assistants are an important part of the CCP Lab. In return for your work, you should expect to receive an educational experience in psychological research. If you do not believe you are receiving an educational experience, please talk with Dr. Barch or Dr. Braver so this can be rectified.

You should also expect to receive evaluation of your work in the CCP Lab, if desired, which can take the form of a recommendation letter (e.g., for use in applying to graduate school). If you know you will be interested in receiving such a letter, please talk to Drs. Barch or Braver about it (or the graduate student or staff member with whom you are working). Drs. Barch Braver (or the graduate student or postdoctoral fellow with whom you are working) will be forthright with you about how positive such a letter would be.

Your initial duties will be commensurate with your level of experience and interest. As you work in the CCP, you may assume more advanced responsibilities in accordance with your past performance. Again, if you have specific plans (e.g., graduate school) that would be furthered by greater responsibility and involvement in the CCP, please let Drs. Barch or Braver know.

What is Expected of You

You have been offered this position because of your level of responsibility and strong personal work ethic. It is expected that you will continue to display these properties, specifically as detailed below.

You will complete training from your supervisor on the correct conduct of research. You may also be asked to complete formal modules and screening as part of your training. You will be working with confidential data from various sources. All of these data, including passwords, need to be protected and kept confidential. You are expected to do your best to keep confidentiality. Confidentiality includes disclosing confidential data only to other members of the CCP or as specifically directed by Dr. Barch or Dr. Braver. Except in these circumstances, you are expected not to provide information that could link a participant with a study or with their specific responses in a study. In addition, if you happen to already be acquainted with someone who wishes to participate in research at the CCP, you must let Dr. Barch or Dr. Braver know about this as soon as possible. Another RA will be assigned to deal with this participant, and you will be barred from viewing this participant's data. Please talk to Dr. Barch or Dr. Braver about any questions you have regarding confidentiality. Let Dr. Barch or Dr. Braver know as soon as possible if you believe confidentiality may have been compromised. Confidentiality is an important part of psychological research, and, as a lab, the CCP continually strives to improve its policies and practices in regard to confidentiality.

You may be given one or more keys to the CCP. If so, you are expected to keep these keys secure and report any loss or theft as soon as possible. You are being provided with these keys to allow you access to rooms and equipment to carry out your duties. In return, you are expected to keep any

rooms that contain sensitive data or valuable equipment locked unless you or another member of the CCP is physically present in the room.

You may have access to subject payment forms. You must review the CCP Lab Payment Policy and be trained by a research team member on how to complete the payment forms. You must keep the payment forms secure at all times and follow the instructions as described in detail in the payment policy guidelines.

Finally, you are expected to communicate with Dr. Barch or Dr. Braver in a timely manner about these or any other issues that may require their attention.

Agreement

I, the undersigned RA in the CCP, agree to maintain the confidentiality of research participants associated with the CCP. I understand that this agreement is in effect from the beginning of my association with the CCP and does not expire. Further, I understand that ending my association with the CCP does not end my responsibility to maintain confidentiality. Finally, I understand that failure to maintain confidentiality may result in summary expulsion from the lab and other possible penalties determined by Dr. Barch or Dr. Braver.

In addition, Dr. Barch or Dr. Braver will report breaches in confidentiality or suspected breaches in confidentiality to the Human Research Protection Office (HRPO) as required by HRPO Policy & Procedures. HRPO will review the report and will recommend a corrective action plan, if any, as appropriate to the event.

I also agree to adhere, to the best of my ability, to the guidelines above, and communicate with Dr. Barch or Dr. Braver if any of these guidelines cannot be adhered to.

I understand that Dr. Barch or Dr. Braver, signing below as witness, also agrees to maintain the guidelines above to the best of their ability. I am also signing in witness of this agreement below.

Volunteer Signature:

Printed name:

Date:

Director/Manager
Signature:
