Health Disparities Research Collaborative (HDRC) Statement of Expectations for Student/Faculty Research

As a member of the HDRC, I recognize that there are certain ethical and behavioral expectations. The expectations include that I will do the following:

- Adhere to all ethical principles outlined in the National Research Act (1974) as they pertain to the Protection of Human Subjects of Biomedical and Behavioral Research.

- Comply with all internal Institutional Review Board (IRB) requirements/policies of the University of Toledo and/or other IRBs through which my own HDRC and/or HDRC faculty research is approved.

- Complete all IRB required trainings (e.g. CITI, KC) before initiating any research or joining a research project initiated by HDRC faculty or other students. I will also complete additional trainings as required by a specific project or funder (e.g. Conflicts of Interest (COI)).

- Will not discuss the ownership of intellectual property, including research ideas, recruitment and data collection strategies, analytic plans, authorship order, the development of abstracts and/or manuscripts, the submission of manuscripts and/or abstracts, and grant proposals, prior to commencing work on any given project.

- Will not discuss with, or seek assistance from, others who are not directly a part of the HDRC research team without prior consultation and approval from the study PI and HDRC faculty (Drs. McBride, Saltzman, Singh, and/or Steiner). This includes other students and faculty.

- Actively contribute to projects that I have committed myself to working on. In the case that I need to remove myself from a project for any reason, I will clearly communicate that need to HDRC faculty and the study PI in a timely fashion.

- Attend all HDRC meetings and trainings unless an emergency prevents me for doing so or I have been excused from attending by faculty (e.g. meeting does not pertain to a project I am working on). In the case that I cannot attend a meeting, I will notify HDRC faculty in advance unless an emergency prevents me from doing so.

- Treat all HDRC members with professional courtesy and respect. This includes respecting others’ time and obligations, including faculty; acknowledging others’ contributions to a project; being prepared for meetings; proactively trying to resolve issues/concerns/complaints with those directly involved; communicating regularly and responding to others’ communications in a timely fashion (e.g. within 24 hours during the
work week); and setting realistic timelines for work, including seeking faculty feedback or assistance.

- Recognize that the HDRC faculty actively encourages students to be involved in multiple training opportunities, including collaboration with other students and faculty outside of HDRC. The expectations outlined above only apply to research initiated within the HDRC. Students are under NO obligation to select HDRC faculty as members of their dissertation committee or chair. As such, decisions about “fit” for are solely based on the students’ own choices.

I, ____________________________________________, agree to adhere to the expectations outlined above. I recognize that my participation in HDRC is voluntary and I can leave the group at any time without penalty, including fair evaluation of coursework (i.e. grades), future opportunities within or outside of HDRC, and/or the dissertation process. I also acknowledge that violating any of the expectations stated above might result in me being asked leave HDRC. In the case that I am asked to leave the HDRC, I agree that I will adhere to the confidentiality expectation outlined below.

Signature____________________________________________ Date________

**HDRC Confidentiality Agreement**

I, ________________________________ understand that as a member of the HDRC research team I may have access to confidential information about study sites and participants. By signing this statement, I am indicating my understanding of my responsibilities to maintain confidentiality and agree to the following:

- I understand that names and any other identifying information about study sites and participants are completely confidential.

- I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any information obtained in the course of this research project that could identify the persons who participated in the study.

- I understand that all information about study sites or participants obtained or accessed by me in the course of my work is confidential. I agree not to divulge or otherwise make known to unauthorized persons any of this information, unless specifically authorized to do so by approved protocol or by the local principal investigator acting in response to applicable law or court order, or public health or clinical need.
I understand that I am not to read information about study sites or participants, or any other confidential documents, nor ask questions of study participants for my own personal information but only to the extent and for the purpose of performing my assigned duties on this research project.

I agree to notify the local principal investigator immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

Signature____________________________________________ Date________

HDRC Faculty Signature ________________________________ Date________