

## RESEARCH ASSISTANT CONFIDENTIALITY AGREEMENT

### W. MONTAGUE COBB RESEARCH LABORATORY AT HOWARD UNIVERSITY

I, \_\_\_\_\_ [name of research assistant], agree to assist the primary investigator with this study by \_\_\_\_\_ [list research tasks]. I agree to maintain full confidentiality when performing these tasks.

Specifically, I agree to:

1. keep all research information shared with me confidential by not discussing or sharing the information in any form or format (e.g., disks, tapes, transcripts) with anyone other than the primary investigator;
2. hold in strictest confidence the identification of any individual that may be revealed during the course of performing the research tasks;
3. not make copies of any raw data in any form or format (e.g., disks, tapes, transcripts), unless specifically requested to do so by the primary investigator;
4. keep all raw data that contains identifying information in any form or format (e.g., disks, tapes, transcripts) secure while it is in my possession. This includes:
  - keeping all digitized raw data in computer password-protected files and other raw data in a locked file;
  - closing any computer programs and documents of the raw data when temporarily away from the computer;
  - permanently deleting any e-mail communication containing the data; and
  - using closed headphones if transcribing recordings;
5. give, all raw data in any form or format (e.g., disks, tapes, transcripts) to the primary investigator when I have completed the research tasks;
6. destroy all research information in any form or format that is not returnable to the primary investigator (e.g., information stored on my computer hard drive) upon completion of the research tasks.

Provide the following contact information for research assistant:

Printed name of research assistant \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature of research assistant \_\_\_\_\_

Date \_\_\_\_\_

Printed name of primary investigator \_\_\_\_\_

Signature of primary investigator \_\_\_\_\_

Date \_\_\_\_\_