



INSTITUTIONAL REVIEW BOARD

Confidentiality Agreement for Use with Research Assistance/Assistant

Form Instruction Guide and Checklist

The Confidentiality Agreement for Use with Research Assistance/Assistant form is a Microsoft Word document that allows information to be typed directly into the form or copied and pasted from another document. The form enables researchers to be assured that all research data and information will be handled so that confidentiality is maintained by persons assisting with the research efforts. Information submitted for each section of the form should follow the format requirements specified. No part of the form should be altered or deleted.

RESEARCH STUDY TITLE

Insert the name of the research study.

IRB STUDY NUMBER

Enter the OCU IRB number. This number is provided to all researchers upon the completion of the OCU IRB training by the IRB administrator or coordinator.

BODY OF THE CONFIDENTIALITY AGREEMENT

- Enter the name of the individual providing research assistance and delete the instructional statement that is in red font.
- Enter the name of the primary researcher (including student researchers, if appropriate) and delete the instructional statement in red font.

SIGNATURES

- Translator/Transcriptionist
 - The research assistant should enter their name, address, and telephone number.
 - The research assistant should sign and date the form acknowledging that they understand the terms and conditions outlined in the agreement.
- Primary Investigator (for this form, this includes student researchers, if appropriate)
 - The primary investigator should enter their name.
 - The primary investigator should sign and date the form.

Note: Template areas presented in the **red** font can be deleted upon the completion of the form.