***Student Protocol***

Adopted by *Name* Research Committee

Authored by:

Compiled by:

Significant Contributions by:

**Acknowledgments**

The original document Student Protocol was obtain from the National Congress of American Indians (NCAI) and was created in partnership with Indigenous Wellness Research Institute –University of Washington (IWRI-UW).

**Introduction**

We highly encourage students and trainees, fellows, and pre-doctoral and post-doctoral trainees (hereafter referred to collectively as “students and trainees”) to be involved in our research project. Our goal is for students and trainees to participate as full members of the team, contributing to the study and being mentored by other members of the research team. We developed the protocol for student involvement in our project below not to discourage participation in this project but to ensure clear expectations about access to data, review of presentations and publications, and how the core values of our partnership and project are concretely applied to our working relationship. The protocols below distinguish between students and trainees that are a core part of the research team (having regular interaction with the Lead Investigators and *Study Name* Community research team) and those that would like data access for independent analysis (lacking regular interaction with the team).

**Research team**

Students and trainees must:

* Sign a statement that they will uphold: the project code of ethics and integrity (Appendix A), and the confidentiality policy (appendix D)
* Be “introduced” to *Study Name* research electronically and in person by the sponsoring Investigator: their resume, or curriculum vitae (CV) shared, a brief proposal that outlines the students and trainees role in project presented, motivation for participation described, and whether student intends to publish specified
* As they desire, publish as part of the research team, honoring project publication guidelines (Appendix C) and data use policy (Appendix D)
* With or without the intent to publish, any independent analysis should be proposed to the Lead investigators, reviewed for feedback, and formally approved

**Independent analysis**

**Student must**:

* Sign a statement that they will uphold: the project code of ethics and integrity (Appendix A), and the confidentiality policy (appendix D)
* Be “introduced” to *Study Name* research electronically and in person by the sponsoring Investigator: their CV shared, a brief proposal that outlines the students and trainees role in project presented, motivation for participation described, and whether student intends to publish specified
* Submit a 3-4 page summary of their research proposal after consultation meeting(s) with the Lead investigators (Lead investigators can request a more detailed proposal)
* Update via written documentation (email, fax, etc.) the Lead investigators on the changes and implications for the research proposal if the research design or questions change
* Submit proposed analysis/publication in writing for review and comment; formal approvals of all analyses are required. Lead investigators require a minimum of two business weeks to review and provide feedback, including approval or rejection. The Lead investigators have final approval of the manuscript. If the student is the lead on the writing and analysis, they are the lead author, but they should include co-authors from the research team.
* Consult with research team as well as with Lead investigators on an ongoing basis as they conduct their analysis
* Present their findings (via conference call or in- person) to Lead investigators and the *Study Name* Community research team after the analysis is complete. Materials should be provided for review at least one week before the call. After the presentation, Lead investigators have two weeks to submit any additional comments
* Project publication guidelines (Appendix B) and data use policy (Appendix C). Without formal, written approval from Lead investigators, students and trainees may not pursue presentation or publication of their independent analysis (in any format, including class papers or thesis, under any circumstances).

**Appendix C: “***Study Name***” Data Use, Confidentiality & Honor Statement**

1. I, (NAME OF STUDENT), will not disseminate to or make copies of the dataset (including for unrestricted public use or for other unrestricted uses) for anyone else without the express permission of the study Lead Investigators, including *Names here*.
2. I will notify study PI if I conduct additional analyses other than those proposed in this request via written documentation.
3. Where appropriate, I will cite the PI of the data set I am using as a co-author of any paper submitted for publication. I will discuss this with the PIs and come to agreement about appropriate PI co-authorship before I write the first draft of my paper.
4. I will acknowledge that the original collector of the data and the relevant funding agency bears no responsibility for my use of the data or for interpretations or inferences based upon such uses.
5. I will forward to the study PI all documentation of new variables of major study constructs (e.g., combination of more than two variables, complex logic statement or factor analyses) that I create accompanied by the relevant syntax.

I agree that compliance with this pledge and the underlying policy is a condition of continuing collaboration and association with the *Study Name* project.

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Student Name (printed) Date

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Student Signature Role in Project

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Student Email Address

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Student Mailing Address

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Core Faculty/Faculty Mentor Signature

Please complete & sign the publication guidelines acknowledgement form and send to …

**Appendix D: “***Study Name***” Confidentiality Policy & Agreement**

As a student researcher, you will be exposed to many personal statements and other information made by respondents who participate in the *Study Name*. The participant’s consent to participate indicates their willingness to divulge information to us. However, we state that all information will be kept confidential. In addition to maintaining respondent’s confidentiality, you are expected to maintain confidentiality of comments or personal sharing by the Committee members. We have instituted a **C*onfidentiality Policy & Agreement***as a policy to assure that the participant’s and committee member’s confidentiality will be secured.

The ***Confidentiality Policy & Agreement***requires that students and trainees sign this agreement before beginning any data analysis with the understanding that any breaches of confidentiality will be grounds for immediate dismissal from the project. If a breach occurs, the PI will provide a written statement of dismissal with the reason for the dismissal. The report will be maintain by the PI and sent to the student/trainee institution.

The ***Confidentiality Policy & Agreement***reflects the project’s commitment and assurance to research participants that you comply with the confidentiality policy and respect the confidences of all participants.

By signing this form, you agree to:

* Not divulge any material about the respondent obtained in the course of an interview or transcription to anyone (exceptions are if the respondent is a danger to self or others. This should be reported to the Principal Investigators)
* Not divulge names or other potential identifying factors of participants to any other outside entity such as other interviewers, counselors, transcriptionists or anyone else other than the Principal Investigator
* Ensure that project materials with any identifying information, such as the files that identify names to tapes, digital recordings or any other materials will always be secured in your possession and not looked at by any person other than research team members and immediately report to PI if security of materials has been breached and provide written documentation of incident
* Take responsibility for securing the confidentiality of all materials after the completion of an interview

I agree to comply with the *Confidentiality Policy & Agreement* and keep in confidence information about participants in all research projects, before, during, and after accessing the data for the *Study Name* Project.

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Student Name (printed) Date

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Student Signature Role in Project

Please complete & sign the publication guidelines acknowledgement form and send to ………

**Student Involvement Acknowledgment**

I acknowledge that I have reviewed and received the *Protocol for Student Involvement in the “Study Name” Project*.

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Student Name (printed) Date

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Student Signature Role in Project

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Signature of Sponsoring PI Date

Please complete & sign the publication guidelines acknowledgement form and send to ……………