# Supplemental Description of Duties – Research Assistant

Grant name and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The items checked below describe the duties that are required as part of this assistantship.

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| \_\_\_\_\_ Prepare materials for Human Subjects Review Board\_\_\_\_\_ Recruit subjects\_\_\_\_\_ Interview subjects\_\_\_\_\_ Prepare materials for Animal Care and Use Committee\_\_\_\_\_ Feed and care for subject animals\_\_\_\_\_ Clean animal cages\_\_\_\_\_ Monitor subject animals\_\_\_\_\_ Administer drugs, hormones, or other chemicals\_\_\_\_\_ Perform surgical procedures\_\_\_\_\_ Perform euthanasia\_\_\_\_\_ Prepare materials for laboratory\_\_\_\_\_ Perform experiments\_\_\_\_\_ Request or acquire necessary equipment\_\_\_\_\_ Develop and construct lab equipment\_\_\_\_\_ Clean laboratory and equipment\_\_\_\_\_ Wash glassware\_\_\_\_\_ Order equipment\_\_\_\_\_ Oversee budget | \_\_\_\_\_ Analyze data\_\_\_\_\_ Keep accurate records of experimental/observational data\_\_\_\_\_ Provide access to all project-related data for supervisor\_\_\_\_\_ Manage and respond to project-related communications\_\_\_\_\_ Prepare website materials\_\_\_\_\_ Maintain (update) website materials\_\_\_\_\_ Prepare articles, reports, and/or presentations\_\_\_\_\_ Review literature\_\_\_\_\_ Prepare materials for grant submission\_\_\_\_\_ Supervise undergraduate students\_\_\_\_\_ Maintain records on undergraduate student performance\_\_\_\_\_ Maintain undergraduate student attendance records |

Perform other research-related duties described here as assigned. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Research assistant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*By signing this document, the research assistant acknowledges that international students holding an F-1 or J-1 visa will not work more than 20 hours per week when classes are in session.