# 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.