As a Graduate Research Assistant (GRA) or a Graduate Teaching Assistant (GTA), you are a valued member of the University of Alabama (UA) academic community. To assure your understanding of your responsibilities regarding university, state and federal policies and procedures, which your appointment entails, you must read and understand the statements contained in this document and by your signature at the bottom of this form certify that you accept these responsibilities.

I, ______________________________, as a GRA/GTA at UA understand that:

1. I am a university employee and must uphold the University’s rules, policies and procedures including but not limited to policies and procedures regarding ownership of intellectual property; use of human beings in research; use of laboratory animals; biosafety; ownership of data; affirmative action; sexual harassment; safety; student privacy; the rights of persons with disabilities; use of drugs and alcohol in the workplace; objectivity in research, and; misconduct in research and scholarship. I understand that I can find a copy of these policies and procedures on the UA website, in the Office of Sponsored Programs, or in the School Dean’s Office and I agree to read them and understand their content;

2. I agree to comply with all rules and regulations set forth in the current Graduate Catalog.

3. If I am a GRA who works in a science or engineering laboratory I agree to keep a laboratory notebook detailing my daily GRA activities, including projects and research I have worked on and assignments I have completed. I agree that I will review the contents of this laboratory notebook bimonthly with my supervisor and
that my supervisor and I will sign and date the notebook bimonthly or more often if needed;

4. If I am a GRA who does not work in a science or engineering laboratory I agree to keep a work notebook detailing my daily GRA activities, including projects I have worked on and assignments I have completed. I agree that I will review the contents of this notebook bimonthly with my supervisor and that my supervisor and I will sign and date the notebook bimonthly or more often if needed;

5. If I am a GTA in any discipline, I agree to keep a work notebook detailing my daily GTA activities, including projects I have worked on and assignments I have completed. I agree that I will review the contents of this notebook bimonthly with my supervisor and that my supervisor and I will sign and date the notebook bimonthly or more often if needed;

6. I agree to execute my GRA/GTA duties as defined by my supervisor in an ethically responsible manner, treating those with whom I work with respect at all times;

7. I will honor the policies set forth by my supervisor(s) and the University with respect to the conduct of classes, laboratories, problem sessions and tutorials, or I will seek revision of inappropriate policies by conferring with the Department Chair or Dean;

8. I will abide by the Graduate School policies and procedures governing the number of hours I may work in a given month and will not obtain employment elsewhere in the university or outside the university that will cause me to exceed the 20 hour per month (50%) work employment limitation without the approval of the Dean of the Graduate School;

9. I agree that I will take compliance training as authorized by my supervisor or other UA personnel;

10. I agree to conduct my research or teaching practices honestly and with a sense of responsibility to my colleagues and the subject matter;

11. I agree that data, laboratory notebooks, work notebooks, computer programs, sample collections and research products and technical information in any form are the property of UA, and must be returned to the Principal Investigator or Project Director, Department Chair or Dean immediately upon request or upon the termination of my appointment; and,
12. I will follow safe laboratory practices as demonstrated in program specific safety training sessions and in the University Safety Manual, and will report all accidents immediately.

Graduate Research Assistant/Graduate Teaching Assistant

___________________________________________________
Print Name

___________________________________________________
Signature and Date

Supervisor

___________________________________________________
Print Name of Supervisor

___________________________________________________
Signature and Date

cc: Graduate School Dean, Department Chair