

**Sample Confidentiality Agreement for Research Assistants (for transcription work)**

Project title:

Principal Investigators:

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- I understand that all the material I will be asked to record and/or transcribe is confidential
  - I understand that the contents of the consent forms, interview tapes, sound files or interview notes can only be discussed with the researchers.
  - I will not keep any copies of the information nor allow third parties to access them.
  - I will delete all interview and other relevant files from my computer after transcription.

Research Assistant's signature: \_\_\_\_\_

Research Assistant's name: \_\_\_\_\_

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

Signature of PI: \_\_\_\_\_

Name of PI: \_\_\_\_\_

*Note: The Research Assistant will be given a copy of this form to retain for her/his records*