**Research Assistant Workload Agreement**

**INSTRUCTIONS:** This form should be filled out electronically, printed and signed by the Researcher Supervisor and the Research Assistant. A copy of this form is to be retained by both parties. The original must be submitted to the Research Office (4B.01-7). When completing this Agreement for the first time, submit a completed Short-Term Employment Contract Form and a void cheque*.* In completing this form together, the Researcher Supervisor and Research Assistant shall outline and agree to the nature of the Research Assistant’s duties.

**IMPORTANT:** Research assistants with a SIN number starting with “9” **must** include a copy of their SIN card and a copy of the relevant government documents (work permit, student visa, etc.) with this Agreement.

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| RESEARCH ASSISTANT PERSONAL INFORMATION | |
| Full Name | Click or tap here to enter text. |
| Telephone Number | Click or tap here to enter text. |
| E-mail address | Click or tap here to enter text. |
| Category | Choose an item. |
| Status | Choose an item. |
| Home Institution (if student) | Click or tap here to enter text. |

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| RESEARCH ASSISTANTSHIP INFORMATION | |
| Research Supervisor’s Name | Click or tap here to enter text. |
| Grant Title | Click or tap here to enter text. |
| Grant Budget Centre | Click or tap here to enter text. |
| Start Date | Click or tap to enter a date. |
| End Date | Click or tap to enter a date. |
| Total Hours Per Week (Estimated) | Click or tap here to enter text. |
| Hourly Rate (in CAD$) | Click or tap here to enter text. |
| Pay Frequency | Choose an item. |

DUTIES OF RESEARCH ASSISTANT

The primary duties consist of one or more of the following (check all that apply):

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| Locating, reading, and summarizing pertinent research articles Setting up and/or performing experiments Preparing and effectuating surveys Data collection, data entry, data organization | Assistance with data analysis Assistance with preparation of written and oral publications Training and supervising less experienced research personnel |

**(Must be completed)** This Agreement shall involve the following specific duties:

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| 1. Click or tap here to enter text. |

We have discussed the allocation of tasks within the above general framework and accept the responsibilities of the Research Supervisor(s) and Research Assistant. We understand that this document is to be used as a guideline to ensure that the required duties can be performed within the allotted hours. This Agreement can be revised, during its Start Date and End Date, upon mutual agreement between the two parties.

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| Research Supervisor’s Signature | Date (YYYY-MM-DD) |
| Research Assistant’s Signature | Date (YYYY-MM-DD) |