

STUDENT RESEARCHER MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into between the undersigned student researcher (“Researcher”) and the supervising faculty member and lab director (“Director”) at Northern Arizona University. By signing below, the Researcher acknowledges receipt of access to one or more datasets, agrees to the terms and conditions set forth herein, and affirms understanding of their obligations as a member of the research lab.

Section 1: Research Certifications Prior to accessing any lab datasets or participating in research activities, the Researcher must hold and maintain current certification in each of the following:

- CITI Program – Human Subjects Research (Basic Course)
- CITI Program – Responsible Conduct of Research (RCR)

The Researcher agrees to provide the Director with copies of current CITI completion certificates upon request and to complete renewal training before any expired certification lapses. Failure to maintain required certifications may result in suspension of data access.

Section 2: Ethical Use of Data

The Researcher agrees to use all datasets made available through the lab exclusively for legitimate, scholarly research purposes. Specifically, the Researcher agrees to:

- Handle all data in a manner consistent with the ethical standards of the American Political Science Association (APSA) and applicable university policy.
- Protect the confidentiality of any data containing personally identifiable information (PII) or other sensitive content.
- Never use data to identify, profile, target, or harm research participants or any identifiable individuals.
- Never use data for commercial purposes, political advocacy, or any purpose outside the scope of the assigned research project.
- Never share, distribute, transfer, or sell data to any third party — including other students, researchers, organizations, or companies — without prior written approval from the Director.
- Report any suspected data breach, misuse, or security incident to the Director immediately upon discovery.

Section 3: Alignment with Lab Values

The Research Lab is committed to rigorous, transparent, and socially responsible social science. The Researcher agrees to conduct all work in accordance with the following lab values:

- **Intellectual honesty:** data must be analyzed and reported accurately, without selective omission or manipulation to support a predetermined conclusion.
- **Transparency:** all analytical decisions, coding choices, and methodological departures must be documented and disclosed for replication.
- **Rigor:** the Researcher will apply appropriate methods as trained, seek guidance when uncertain, and not represent work as complete when it is not.
- **Respect:** the Researcher will treat colleagues, subjects, and collaborators with professionalism and dignity.
- **Accountability:** the Researcher accepts that errors and limitations of their work are their professional responsibility to disclose.

Section 4: Publication and Dissemination of Research

Any work product derived from lab datasets — including but not limited to papers, reports, presentations, visualizations, or public-facing summaries — is subject to the following requirements:

- The Researcher may not publish, present, post publicly, or otherwise disseminate any product using lab-provided datasets without the Director as a co-author or explicit written approval from the Director.
- All manuscripts, presentations, or reports intended for external dissemination must be submitted to the Director for review and approval prior to submission or presentation.
- The Researcher agrees to acknowledge the lab, the Director, and any relevant data sources in all publications or presentations arising from this work.
- Any datasets, codebooks, or derived files produced during the research may not be published or made publicly accessible without written authorization from the Director.
- The Researcher is encouraged to submit qualifying work for peer-reviewed publication and agrees to collaborate in good faith on any manuscript development process initiated by the Director.

Section 5: Data Security and Handling

The Researcher agrees to store and access all data in a secure manner consistent with university information security policy. This includes:

- Storing data only on approved devices or secure university-affiliated systems (e.g., encrypted drives, approved cloud storage). Data may not be stored on personal cloud accounts without authorization.
- Not transmitting data via unsecured channels (e.g., standard email attachments) without encryption.
- Deleting or returning all copies of lab data upon conclusion of the project or termination of the

research relationship, as directed by the Director.

- Reporting lost or stolen devices that may contain lab data to the Director within 24 hours.

Section 6: Term and Termination

This Agreement is effective upon the date of signing and remains in effect for the duration of the Researcher's involvement with the lab or until formally terminated in writing. The Director reserves the right to revoke data access and terminate this agreement at any time for cause, including but not limited to violation of any provision of this MOU, failure to maintain required certifications, or academic misconduct.

Upon termination, the Researcher must immediately cease use of all lab datasets and comply with any data return or destruction instructions provided by the Director.

Section 7: Acknowledgment

By signing below, the Researcher affirms that they have read, understood, and agree to all terms of this Memorandum of Understanding. The Researcher further affirms that they currently hold the required CITI certifications or will complete them before accessing any lab data.

SIGNATURES

Student Researcher

Signature

Printed Name

NAU Student ID

Date