



VOLUNTEER STUDENT (RESEARCH) AGREEMENT

Agreement between:

The Board of Governors of Mount Royal University
(the "University")

AND

(name of volunteer student, herein called "Volunteer Student")

This agreement is made in light of the following:

The Volunteer Student is currently enrolled as a student in a post-secondary program in Alberta. The Volunteer Student is seeking practical research experience to bolster their post-secondary education. The Volunteer Student wishes to support the University's research through the volunteer opportunities described in this Agreement.

The University is a post-secondary institution whose faculty members conduct research. The University's faculty member, _____, (the "Faculty Researcher") is conducting a research project, _____ (the "Project"). The University and Faculty Researcher wish to accept the Volunteer Student's voluntary support of the Project.

The University and the Volunteer Student have entered into the following agreement with respect to the Volunteer Student's support of the Project:

1. Duration of Volunteering

The Volunteer Student will volunteer to support the Project from:

_____ (beginning date) to

_____ (anticipated end date)

2. Termination

Either party can terminate this agreement at any time and for any reason. Although prior notice is not required for a volunteer position, two weeks notice would be preferred to allow the Faculty Researcher to seek other volunteers, as needed.

3. Volunteer Activities

The Volunteer Student will be asked to perform the volunteer activities outlined in the attached "Schedule A".

Work hours are not to exceed 15 hours per week and will take place at times mutually agreeable to the Volunteer Student and the Faculty Researcher.

4. Conflicts

In the event that the volunteer activities conflict with the Volunteer Student's course work, the course work will take precedence. The Volunteer Student will not be asked to perform the volunteer activities as a component of a course. Further, the Volunteer Student has full discretion whether to incorporate any of their work developed in their courses into their volunteer activities. Faculty Researchers will support the Volunteer Student in the above.

The Faculty Researcher will strive to provide the Volunteer Student with beneficial research experience through the volunteer activities. Further, the Faculty Researcher will provide the Volunteer Student with appropriate attribution as set out in section 6 below.

If the Student feels that they have not received sufficient support for the above Principals, the Volunteer Student may bring these concerns to any of the following individuals:

- The Vice-Dean, Research of the faculty of the Faculty Researcher (can be found with search on mtroyal.ca)
- The Chair of the department of the Faculty Researcher (can be found with search on mtroyal.ca)
- The Associate Vice-President, Research, Scholarship and Community Engagement at cvanderbyl@mtroyal.ca

5. Confidentiality

All data, reports, documents and discussions between the investigator and the Volunteer Student related to the Project shall be considered confidential. This information cannot be disclosed by the Volunteer Student without express permission of the Faculty Researcher. Violation of this confidentiality may result in termination of the agreement or a complaint under the *Responsible Conduct in Research* policy <https://www.mtroyal.ca/Applications/PoliciesAndProcedures/a-z>.

The volunteer student must have completed the [TCPS2: CORE \(Research Ethics online course\)](#) before working with the investigator(s) and provide proof of completion. It is recommended they also take the [data management](#) course which includes information on data storage.

6. Ownership of the Research and Acknowledgment

The Volunteer Student acknowledges and agrees that all of their work product and intellectual property developed during the volunteer activities will at all times be the exclusive property of the University and/or the Faculty Researcher in accordance with the University’s policies and agreements.

It is acknowledged that the Volunteer Student, as a volunteer, should have the opportunity to be acknowledged in other ways than monetarily. The Volunteer Student and Faculty Researcher have agreed that the Volunteer Student will be acknowledged in the following manner (both parties initial the applicable section(s)):

(both PI and VS initial all that apply)

PI	VS	Description of involvement
		Citation of VS in acknowledgements of publications
		Poster co-creation and authorship (first__ last__ other:)
		Publication co-creation and authorship (first__ last__ other:)
		Presentation co-presentation
		Other <i>(specify)</i>

7. Signatures

Signed by the following parties as per the date indicated.

For the Volunteer Student:

Name (Volunteer Student) Signature (Volunteer Student) Date

For the University:

Name (Faculty Researcher) Signature Date

Title

Name Signature Date

Title (Associate or Vice Dean, Research)

Schedule A

Project name(s):

Volunteer Activities:

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