

McMaster Research Shop Research Associate Roles and Responsibilities

January 2019

Research Shop Objectives

The Research Shop will:

1. Help organizations make research-informed decisions and do research-grounded advocacy
2. Provide students with experience in collaborative research that responds to practical questions
3. Foster a spirit of creativity, mutual learning, openness, and trust.

Research Associate Responsibilities

Students participating in the Research Shop as Volunteer Research Associates will:

1. Volunteer their time with the Research Shop under the supervision of a Team Lead, which requires participating in the team project for approximately 5 hours per week over 2-4 months until project conclusion (more specific timeline to be communicated to each team at the beginning of their project)
2. Collaboratively devise and carry out project work plans with fellow team members by:
 - a. Attending and contributing to regular team meetings and **responding in a timely fashion** to team emails (no later than 48 hours unless extenuating circumstances)
 - b. Requesting feedback, support, clarification, or additional structure when needed
 - c. Supporting team members by offering feedback on ideas, analysis, research strategies, writing, and team process
 - d. In negotiation with their team, completing assigned weekly research and writing tasks to contribute to a final deliverable
 - e. Integrating feedback into their work
3. Maintain high standards of academic quality and integrity and recognize intellectual property rights by:
 - a. Attending relevant Research Shop trainings and/or other development opportunities related to their project
 - b. Keeping a record of individual search strategies/methodologies and citations to maintain academic integrity
 - c. Keeping in confidence any information they may learn through community partner meetings or communication

- d. Recognizing that data collected from human participants belongs to the community partner, must be held in confidence, and is not to be used by Research Associates for their own or other purposes, including academic ones
 - e. Respecting the conditions of McMaster's institutional academic journal subscriptions by not sharing copyrighted (i.e. non open-source) sources with anyone outside the research team
 - f. Adhering to McMaster's [Academic Integrity Policy](#)
 - g. Contributing to a final deliverable that will become the property of the community partner and may be altered, published, or shared in whole or in part in various ways determined by the community partner
4. Perform Research Shop-related tasks in ways that are safe and do not pose an increased risk to their own or others' health and safety (above typical activities of their daily life)
 5. Represent McMaster University and the McMaster Research Shop appropriately and respectfully when engaging with community partners and/or residents
 6. Offer reflective feedback on their experience with the Research Shop in order to inform future projects
 7. Communicate with the Research Shop Coordinator about any concerns, or to request a reference letter/confirmation of participation.

Research Shop Commitment

In return, the staff of the Research Shop will:

1. Seek to provide a meaningful learning opportunity by:
 - a. Liaising with community partners to identify relevant and impactful research questions
 - b. Inviting Research Associates to an orientation to the Research Shop and their role within it
 - c. Offering Research Associates support throughout the duration of their project
 - d. Facilitating relevant training opportunities
 - e. Responding to any questions Research Associates have with respect to the above responsibilities
 - f. Supporting in the resolution of any difficulties or conflicts that may arise
2. Provide a Certificate of Professional Learning or another form of reference letter, as requested by the Associate
3. Upon project completion, ensure Associates have a copy of their team's final report for private, personal use (e.g. to submit to future positions as a writing sample) and know how to list their collaboratively-produced deliverable on their resume