

**ORS-003: Responsibilities of All Non-faculty Research Personnel**

*The following responsibilities apply to all non-faculty research employees (research assistants, research aides, research associates, postdoctoral research associates) visitors, and others working under the direction of a TTU faculty or staff member or using TTU-administered funds or TTU facilities.*

- To use the facilities and project supplies only as approved by the supervisor.
- To abide by all safety rules of TTU while working in TTU facilities.
- To maintain open communication with the supervisor about all work being attempted and all work accomplished in TTU facilities or with TTU-administered funds.
- To maintain complete and clear records of all work done in TTU facilities or with TTU-administered funds.
- To approach the supervisor first about any perceived problems related to grants or intellectual property, unless there is compelling evidence that laws are being violated. Further guidance for dealing with grievances and misconduct is provided in TTU Operating Policies and Procedures 51.40 and [70.10](#).
- To realize that all research performed using grant funds or intellectual property derived directly from previously expended grant funds will be subject to the constraints of the granting agency.
- To acknowledge that all laboratory notebooks, data and materials produced or collected using grant or state funds are the property of TTU and must be turned over to the supervisor as they are completed. The employee may retain copies for the purpose of demonstrating his or her contribution to publications or development of intellectual property, and in the event of a dispute concerning publications or intellectual property, the employee may provide copies to the appropriate TTU administrator. Any other disclosure or use of these copies must be approved by the supervisor.
- To acknowledge that the supervisor retains the primary responsibility for protection of intellectual property obtained in TTU facilities and with TTU-administered grant funds. The intellectual property rights of all contributors to a research project will be determined by established legal procedures after fair and open hearings. However, the supervisor must retain primary communication responsibility regarding intellectual property and patenting procedures. The supervisor is also responsible for determining the timing and nature of all disclosures (presentations, publications, grant proposals, etc.) related to intellectual property.
- To acknowledge that for proposals to external agencies a TTU tenured or tenure-track faculty member must serve as principal investigator or project director unless a specific exception to this policy is approved by the individual's immediate supervisor, the department chair, the associate dean for research, and the vice provost for research. Non-faculty research employees may serve as co-principal investigators or co-project directors.

Signature below indicates that the individual accepts the responsibilities listed above and agrees to abide by the policies referenced. Failure to abide by these policies will result in disciplinary actions.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed name