



## Research Assistants

Departments, but more importantly, professors in charge of particular research projects will regulate the duties of the research assistant. Duties vary across research assistantships but the general duties may include the following:

### General Research Duties

- Conducting literature searches,
- Reviewing/summarizing manuscripts,
- Developing annotated bibliographies,
- Writing portions of manuscripts
- Preparing/submitting the paperwork for Human Subjects Participation
- Collecting data
- Running the experiment

. Discuss expectations with your supervisor, department or the professor in charge of the research. Expectations can focus general job responsibilities, end product(s) expected, contributions to conference papers, journal articles, or research proposals.


. Also discuss what you expect from your supervisor, department, or professor in charge of the research: types of support needed to be successful, when and how evaluations are conducted, mentoring to be received, and the possibilities of publishing joint papers


In some cases, the research assistant will help the professor conceptualize and operationalize research studies. In these cases, the research assistant may use the study as part of the thesis or dissertation requirements.

. In addition, when publications are submitted, the research assistant may be responsible for the editing of manuscripts.

. Research assistants may also be expected to present the results of studies at local, regional, state and national conferences and meetings.

### Human Subjects Policy and Procedures

- The Office of the Vice President for Research has established the procedures to be followed when conducting research involving human subjects
  - The Office of the Vice Provost for Research provides information on the functions and responsibilities of the IRB, and procedures on submitting an application for IRB approval
  - The web site for the Office of the Vice President for Research provides information on a variety of topics pertinent to the research assistant (<http://www.nmsu.edu/Research>)
  - Animal Care Policy and Procedures
  - The Institutional Animal Care and Use Committee approves protocols for studies or classroom activities that require the use of animals
  - New Mexico State University complies with the U. S. Public Health Policy
  - Guidelines and the application for the use of animals is also found on the web site for the Office of the Vice Provost for Research.
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Environmental Health & Safety requirements Graduate assistants must comply with employee requirements as related to environmental health and safety. Specific training and conduct is required for those graduate students that use, work or do research within University science, engineering, agricultural, shop, and laboratory facilities. Generally these requirements apply to teaching, research and lab assistants but may involve other graduate positions as well. For information on the use of humans and animals in research, go to the following web site <http://www.nmsu.edu/Research>

## Laboratory Assistants

Departments, but more importantly, professors in charge of particular laboratories will regulate the duties of the lab assistant. Duties vary across lab assistantships but the general duties may include the following:

### General Laboratory Assistant Duties

- conducting literature searches,
- reviewing/summarizing manuscripts,
- developing annotated bibliographies, and
- writing portions of manuscripts
- preparing/submitting the paperwork for Human Subjects Participation or Animal Use and Care application
- preparing and planning the laboratory experiment
- running the experiment
- collecting data
- supervising/teaching/assisting other students in the lab
- cleaning the laboratory at the conclusion of the experiment


Discuss expectations with your supervisor, department or the professor in charge of the laboratory. Expectations can focus general job responsibilities, end product(s) expected, contributions to conference papers, journal articles, or research proposals.


Also discuss what you expect from your supervisor, department, or professor in charge of the laboratory: types of support needed to be successful, when and how evaluations are conducted, mentoring to be received, and the possibilities of publishing joint papers

In some cases, the lab assistant will help the professor conceptualize and operationalize research studies. However, regardless of conceptualization, the lab assistant's work in the laboratory will meet the degree requirements in the form of the thesis or dissertation.

In addition, when publications are submitted, the lab assistant may be responsible for the editing the manuscripts.

Lab assistants may also be expected to present the results of studies at local, regional, state and national conferences and meetings.





Human Subjects Policy and Procedures and information regarding the Use of Animals in research can be found at the Office of the Vice President for Research web site (<http://www.nmsu.edu/Research>).

Lab assistants must comply with safety requirements set forth by the Office of Environmental, Health and Safety. Additional information can be found on the following web site (<http://www.nmsu.edu/~safety>).

