

# RIPLRT Institute Research Group Manual — Acknowledgment Form

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Welcome to the RIPLRT Institute. This short form confirms that you have read the manual and agree to work according to it. We ask every member to complete it within their **first 7 days**, and to re-acknowledge at each **annual review** so the agreement stays current as the manual evolves.

Signing is not a punitive contract. It is a shared commitment: you commit to working the way we describe here, and the group commits to giving you the mentoring, clarity, and support the manual promises in return. This is the "no-surprises" principle in both directions.

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## What I am acknowledging

By signing, I confirm that I have:

- ☐ **Read** the RIPLRT Institute Research Group Manual (2026 Edition), or the sections my mentor and I identified as most relevant to my role to start, with a plan to read the rest.
- ☐ Understood the **scientific identity and through-line** (Community-to-Clinic-to-Cloud) and how my work connects to it.
- ☐ Read and agreed to the **Code of Conduct** ( `CODE_OF_CONDUCT.md` ).
- ☐ Read the **Authorship & Contributorship Policy** and understand how credit is decided.
- ☐ Read the **Data Governance Policy** and understand that access to any dataset requires the required approvals and training (e.g., CITI, IRB listing, data-use agreements) *before* I touch data.
- ☐ Read the **Responsible AI Use Policy** and understand the disclosure expectations.
- ☐ Understood the **communication norms, meeting cadence, and the "no-surprises" approach to deadlines**.
- ☐ Understood how to **ask for help, raise a concern, or report a problem**, including the options described in the conflict-resolution chapter.

## What the group commits to me

The RIPLRT Institute commits to:

- Clear expectations, a defined role, and a mentor.
  - Timely, constructive feedback and a path toward greater independence.
  - Fair, transparent authorship and credit decisions.
  - A psychologically safe environment where questions and mistakes are part of learning.
  - Support for my professional development and growth.
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## Signatures

### Member

- Name: \_\_\_\_\_

- Role / pod: \_\_\_\_\_
- Date: \_\_\_\_\_

**PI or designated lead**

- Name: \_\_\_\_\_
- Date: \_\_\_\_\_

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**Re-acknowledgment (annual review)**

| Review cycle | Member initials | Date | Notes (e.g., manual version reviewed) |
|--------------|-----------------|------|---------------------------------------|
|              |                 |      |                                       |
|              |                 |      |                                       |
|              |                 |      |                                       |

*Return the completed form to the PI or a designated lead for storage in your member record. See Chapters 1 and 19, and the Annual Review chapter (Ch. 20).*