Collaborator Agreements

• Applies to non-exempt human subjects research
• Collaborators must be engaged in human subjects research through the following:
  • Receipt of HHS funding either as prime awardee or through a subaward
  • Collection of data through intervention or interaction
  • Actively recruiting participants and/ or obtaining informed consent
  • Obtaining, viewing, analyzing, or otherwise handling identifiable private information collected for research purposes.
How Do I Know Which to Use?

• The majority of projects using an IAA, IIA, or CIA will fall into the scenarios reflected in the following slides.
• There may be situations when your project requires a different agreement
• Any questions about collaborator agreements should be sent to researchintegrity@fau.edu.
  • Contact us early! We can help alleviate project delay.
Which Agreement Should I Use?

FAU is Prime Awardee

Other FWA institutions are engaged (via subaward or other mechanism)

A CIA is Appropriate

FAU is Prime Awardee

A few individuals not affiliated with an FWA institution are engaged

Use an IIA for each collaborator

FAU is Prime Awardee

Other non-FWA institutions are engaged (via contract or other mechanism)

A CIA is Appropriate
Which Agreement Should I Use?

- **FAU is Subawardee or Project Unfunded**
  - Other FWA institutions are engaged (via award or other primary work)
    - An IAA is Appropriate, with FAU relying on another IRB
  - A few individuals not affiliated with an FWA institution are engaged
    - Use an IIA for each collaborator
  - Other non-FWA institutions are engaged (via award or other mechanism)
    - Contact FAU IRB office to determine appropriateness of CIA

If FAU is not IRB of Record, another IRB may cover individual investigator(s)
Requesting an Institutional Authorization Agreement

**Request for FAU to be IRB of Record**

- Upload Form 15 and 15a to existing project.
- May be included with initial review or as an amendment.
- Principal Investigator (PI), Department Chair and other college designated signatories must sign for initial review.
- PI may sign for amendment to existing project.
- Submit for review.

**Request for External IRB to be IRB of Record**

- “Create new Project” and upload Form 15.
- Provide external IRB approval letter, protocol, and applicable supplement documents such as consents, recruitment materials, and data collection tools.
- Include CITI completion reports for all FAU affiliated study personnel.
- PI, Department Chair and other college designated signatories must sign for initial review.
- Submit for review.
Requesting Other Agreements

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<tr>
<th>Request for Individual Investigator Agreement</th>
<th>Request for Collaborating Institution Agreement</th>
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<tr>
<td>• Upload Form 15b to existing project.</td>
<td>Contact the FAU IRB office at</td>
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<tr>
<td>• May be included with initial review or as an amendment.</td>
<td><a href="mailto:researchintegrity@fau.edu">researchintegrity@fau.edu</a></td>
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Questions

Contact the FAU Human Research Protection Program
researchintegrity@fau.edu

Thanks to University of Michigan Research Ethics and Compliance Office for their contribution