

Collaborator Agreements: Selecting the Right Agreement for Your Project

Institutional Authorization Agreements (IAA)
Individual Investigator Agreements (IIA)
Collaborating Institutional Agreements (CIA)



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)

An IAA is Appropriate, with FAU IRB of Record

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

FAU is Subawardee or Project Unfunded

A few individuals not affiliated with an FWA institution are engaged

Use an IIA for each collaborator

If FAU is not IRB of Record, another IRB may cover individual investigator(s)

FAU is Subawardee or Project Unfunded

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

Contact FAU IRB office to determine appropriateness of CIA



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

Request for Individual Investigator Agreement

- Upload Form 15b 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 Collaborating Institution Agreement

Contact the FAU IRB office at researchintegrity@fau.edu



Questions

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

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