



Collaborating Researcher(non-BIDMC Institution Researcher)
All information must be completed in order to process request.

Conversion of BIDMC Employee [] Yes [] No Extension of existing Collaborator [] Yes [] No Visiting Scientist? [] Yes [] No
Termination date: _____

Does another agreement exist? [] Yes [] No If yes, what type? _____ Is Collaborator from Industry? [] Yes [] No
i.e., Consultant; subcontract; DUA; MTA _____

Does the Research being performed have the potential to generate Intellectual Property (IP): [] Yes [] No

Is data being provided by BIDMC to another institution or received by BIDMC for a research project? [] Yes [] No

Private Healthcare Information Access Needed: [] Yes [] No

If YES, Please provide IRB Protocol Number: _____

Collaborator Name: _____

Collaborator Home Institution: _____

Collaborator E-Mail: _____

Sponsoring Investigator: _____

(this may be the name of the Investigator who is collaborating with the BIDMC Investigator or the employee of the Collaborating Researcher)

BIDMC Principal Investigator: _____

BIDMC R&AA Contact: _____

Period of Project: Start: _____ End: _____

Statement of Work (Please provide a clear description of the work the collaborator will be doing and why ITS access is needed):

[Empty box for Statement of Work]

Approval Signature

[Signature line]

Jennifer Sabbagh, Research Administrative Director

INSTRUCTIONS:

*Jennifer Sabbagh (JS) will serve as RAD for these instructions until further notice.

- 1) Research Administrator (RA) must process employee termination if BIDMC employee is converting to collaborator status.
2) RA completes Collaborator Form. Collaborators are approved for a one year period and must be re-approved on an annual basis.
3) Collaborator completes an Attestation of Outside Employment Form. See below for further instructions.
4) ITS Access: For conversion of BIDMC Employee to Collaborator, or for a new collaborator, an ITS Access Request Form must be completed and submitted. ITS Access is only approved for a one year period and must be re-approved on an annual basis.
5) ID Badge:
- For conversion of BIDMC Employee to Collaborator, the BIDMC employee must turn in their current badge to the Research Administrator. Then the Research Administrator should follow the currently established practice to obtain a new ID Badge for the collaborator referencing the collaborators new institution in the spreadsheet.
- For a new Collaborator, RA follows currently established R&AA procedures.
6) EOHS: For new collaborators complete the Universal Clearance Form and send to Employee Occupational Health Services if Collaborator will be on site; Complete the Waiver Form if Collaborator will NOT be on site. Employees who are converting to collaborators, only complete if there is a 3 month gap.
7) PHI Access: When collaborator needs access to PHI, the RA must include a communication from the IRB Protocol Coordinator confirming that the collaborator is named on the IRB Protocol or a copy of the protocol that shows the name added.
8) IP/Visiting Scientist: If response is positive JS will notify the Technology Ventures Office (TVO)

NOTE: Please send Collaborator Form, Universal Clearance Form (if applicable), Attestation of Outside Employment Form & ITS Form (if applicable) and IRB protocol approval (if applicable) to Jennifer Sabbagh until further notice. She will sign Collaborator Form and ITS Form, and store all forms with the Privacy Office.