Non-UTA Collaborator Form

This form must be completed for all study personnel who are not actively affiliated with UT Arlington.

Study Title:	
Protocol Number:	**UTA Principal Investigator**:
Name of Non-UTA Collaborator:	**Email Address / Phone Number:**

Is the Non-UTA Collaborator affiliated with another institution? ☐ No ☐ Yes (List: _____)

Indicate the Non-UTA Collaborator's role and responsibilities in the current study (check all that apply):

Activity	**Location** (where will activities take place)
☐ Actively recruit subjects or answer questions about the study (i.e., more than posting flyers)	
☐ Obtain subject consent	
☐ Access/Analyze identifiable information	
☐ Administer Study Procedures (collect data, samples, interact/intervene with participants)	
☐ Other (Explain below)	

NOTE: *If the Non-UTA Collaborator will not complete any of the above activities for research purposes and will not ever have access to any individually identifiable human subject data or samples, then he/she may not need to be added to the protocol as personnel. Review the definition of "engagement"; only "engaged" personnel must be listed on the IRB.*

Additional explanation or justification as needed:

As a collaborator on an IRB protocol at the University of Texas at Arlington, I agree to comply with the standards and requirements stipulated in the approved IRB protocol and to fulfill the responsibilities described on page 2 of this document.

Non- UTA Collaborator Signature: _____ **Date:** _____

Attach a copy of the Non-UTA Collaborator's certificate of completion for Human Subjects Protection (HSP) Training taken within the past 3 years. The certificate may be through the collaborator's home institution, CITI, or the NIH online course. **If a Non-UTA Collaborator does not have access to HSP Training, email RegulatoryServices@uta.edu.**

Collaborators on Greater than Minimal Risk IRB studies are also required to disclose any potential Conflicts of Interest (COI) as related to the research. Visit https://resources.uta.edu/research/regulatory-services/conflict-of-interest/conflict-of-interest-process-for-phs-subrecipients-and-collaborators.php and complete the three steps listed to disclose all potential COIs.

COLLABORATOR RESPONSIBILITIES

Please read through the following list of responsibilities and return a copy of the first page of this form signed by the non-UTA Collaborator as an attachment in the Profiles system.

1. The collaborator has reviewed the IRB protocol, and understands and accepts the responsibility to adhere to the UTA IRB-approved protocol in order to protect the rights and welfare of human subjects involved in research.

2. The collaborator will comply with all applicable federal, international, state, and local laws, regulations, and policies that govern protection for human subjects participating in research.

3. The collaborator will abide by all determinations of the UTA IRB and will accept the final authority and decisions of the UTA IRB, including but not limited to directives to terminate participation in designated research activities.

4. The collaborator, when authorized by the UTA IRB to consent subjects, will obtain, document, and maintain records of informed consent for each such subject or each subject's legally authorized representative as required under HHS regulations at 45 CFR part 46 and as described in the UTA IRB-approved protocol.

5. The collaborator will report immediately to the UT Arlington Principal Investigator any unanticipated problems involving risks to subjects or others in research.

Please review the UT Arlington IRB Policy and Standard Operating Procedures found on our website.

It is also the responsibility of the engaged non-UTA researcher to comply with the policies and procedures of his/her home institution regarding the engagement of researchers in collaborative projects that have received IRB approval at an external institution.

Contact your institution's IRB Office if you have questions about these responsibilities.