



University of Southern Maine
Office of Research Integrity and Outreach

USM IRB Collaborative Institution Engagement Determination

<<Timestamp>>

A Collaborative Institution to the USM Institutional Review Board (IRB) will use this form to request that ORIO makes engagement determinations of requests from external researchers seeking access to the Collaborative Institution's data.

ORIO will follow the Standard Operating Procedure [HRPP-003](#) to decide if the Collaborative Institution is engaged in the research. ORIO will confirm the HRPP review from the researcher's institution meets USM policy and advise if the Collaborative Institution should accept the review. If ORIO determines that the Collaborative Institution is engaged in the research, ORIO may recommend acceptance of the researcher's institution review, an IRB Authorization Agreement, or submission for USM IRB review.

Required*

*Collaborative Institution:

If applicable, **subsidiary** of Collaborative Institution:

***Contact person** at Collaborative Institution:

***Contact Person's email:**

If applicable, **alternate** Collaborative Institution **contact person:**

If applicable, **alternate contact's email:**

***Researcher's institution:**

***Researcher's name:**

***Researcher's email:**

***Research Project Title:**

***Research project summary:**

***Collaborative Institution's role in the research:**

*Is the Collaborative Institution **actively collecting** information or biospecimens to share with the researcher? Yes/No/Other

*Is the Collaborative Institution **sharing information** or biospecimens that have **already been collected** for its own use? Yes/No/Other

***Link** (e.g., SharePoint, Google Drive, etc.) to the below-listed required documents:

*Verify **Required Documents** are available at the link above:

- Research protocol submitted to the researcher's institution
- HRPP or IRB determination letter from the researcher's institution
- List of data variables

Additional information ORIO should know: <<Additional information ORIO should know>>

Questions/Comments: <<Questions/Comments>>