Research Collaboration Checklist

Use the checklists below to ensure you have completed all the required steps for research collaboration with ADHUS/FAUHS. Review the OPK12 Research Committee Collaboration Flow Chart for a comprehensive view of the approval process.

Is an IRB protocol required for your project or study? If unsure, CLICK HERE to determine if you need one.

To receive a “Letter of Collaboration” for a grant proposal:

☐ Complete “Request to Collaborate” form CLICK HERE.
☐ If approved, sign the “Collaboration Agreement”. Link will be provided via email. Once received, signed “Letter of Collaboration” will be emailed to the researcher.
☐ If grant is funded, email or upload notification by clicking HERE.
☐ Proceed to appropriate “Propose a study” checklist.

To receive a “Letter of Collaboration” for an IRB certification:

☐ Complete “Request to Collaborate” form CLICK HERE.
☐ If approved, sign the “Collaboration Agreement”. Link will be provided via email. Once received, signed “Letter of Collaboration” will be emailed to the researcher.
☐ Once IRB protocol is approved, submit IRB stamped documents to OPK12 research committee. CLICK HERE.
☐ If revisions were made to the research during the IRB approval process, please use the “REVISED Request to Collaborate” to report these revisions. CLICK HERE to access the revision form.

To propose a Broader Impacts/Outreach project if your project does not require an IRB:

☐ Complete “Request to Collaborate” form CLICK HERE. Note: If you have already completed this form when requesting a “Letter of Collaboration”, you DO NOT need to submit it again.
☐ When the “Request to Collaborate” is approved, sign the “Collaboration Agreement”. Link will be provided via email.
To propose a Broader Impacts/Outreach project if your project requires an IRB protocol and you do not already have an IRB approval:

☐ Complete “Request to Collaborate” form CLICK HERE. Note: If you have already completed this form when requesting a “Letter of Collaboration”, you DO NOT need to submit it again.
☐ Begin IRB submission process. CLICK HERE to access the FAU IRBNET.
☐ Submit the “Letter of Collaboration” template to opk12research@fau.edu.
☐ When the “Request to Collaborate” is approved, sign the “Collaboration Agreement”. Link will be provided via email. Once received, signed “Letter of Collaboration” will be emailed to the researcher.
☐ Once IRB protocol is approved, submit IRB stamped documents to OPK12 research committee. CLICK HERE
☐ If revisions were made to the research during the IRB approval process, please use the “REVISED Request to Collaborate” to report these revisions. CLICK HERE to access the revision form.

To propose a Broader Impacts/Outreach project if your project requires an IRB protocol, and you already have IRB approval:

☐ Complete “Request to Collaborate” form CLICK HERE. Note: If you have already completed this form when requesting a “Letter of Collaboration”, you DO NOT need to submit it again.
☐ Submit IRB stamped documents to OPK12 research committee. CLICK HERE
☐ When the “Request to Collaborate” is approved, sign the “Collaboration Agreement”. Link will be provided via email.

To propose a study conducting research on school premises if your study does not require an IRB:

☐ Complete “Request to Collaborate” form CLICK HERE. Note: If you have already completed this form when requesting a “Letter of Collaboration”, you DO NOT need to submit it again.
☐ When the “Request to Collaborate” is approved, sign the “Collaboration Agreement”. Link will be provided via email.

To propose a study conducting research on school premises if your study requires an IRB, and you do not yet have an approved IRB protocol:

☐ Complete “Request to Collaborate” form CLICK HERE. Note: If you have already completed this form when requesting a “Letter of Collaboration”, you DO NOT need to submit it again.
Begin IRB submission process. CLICK HERE to access the FAU IRBNET.

If the “Request to Collaborate” is approved, sign the “Collaboration Agreement”. Link will be provided via email. Once received, signed “Letter of Collaboration” will be emailed to the researcher.

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If revisions were made to the research during the IRB approval process, please use the “REVISED Request to Collaborate” to report these revisions. CLICK HERE to access the revision form.

To propose a study conducting research on school premises if your study requires an IRB protocol, and you already have IRB approval:

- Complete “Request to Collaborate” form CLICK HERE. Note: If you have already completed this form when requesting a “Letter of Collaboration”, you DO NOT need to submit it again.
- Submit IRB stamped documents to OPK12 research committee. CLICK HERE.
- When the “Request to Collaborate” is approved, sign the “Collaboration Agreement”. Link will be provided via email.

To recruit participants for your study (research is conducted off-site) if your study does not require an IRB:

- Complete “Request to Collaborate” form CLICK HERE. Note: If you have already completed this form when requesting a “Letter of Collaboration”, you DO NOT need to submit it again.
- When the “Request to Collaborate” is approved, sign the “Collaboration Agreement”. Link will be provided via email.

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