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	Doc Name: Individual Investigator Agreement	Rev: [3]	

1. PURPOSE

To describe the administrative practice required to request the issuance of an Individual Investigator Agreement (IIA).

2. DEFINITIONS

An IIA is formal binding agreement that provides a mechanism for an Individual who is engaged in human subject research activities on behalf of CUNY, and is neither affiliated with an institution nor acting as an employee or agent of an institution. At CUNY, an IIA is required for any Individual who is engaged in human subject research activities conducted on behalf of CUNY, and the Individual is not affiliated with CUNY or any other institution. The IIA defines the responsibilities of the IRB and the Individual.

3. RESPONSIBILITIES

The Vice Chancellor for Research and the University Director for Research Compliance are the institutional authorities for IIAs. Research team members (including the Principal Investigator), or others at the CUNY Colleges do not have the authority to issue or sign IIAs on behalf of CUNY.

4. WORK INSTRUCTION

To request an IIA the HRPP coordinators should provide the following information to the University Director for Research Compliance or his/her designee, by sending an email and including the following information to HRPP@cuny.edu:

- Justification for inclusion of unaffiliated individual on CUNY research team;
- Name of Individual;
- Will the individual be paid or enter into any contractual agreement with CUNY? And if so, describe this relationship with CUNY;
- Address, Phone Number and Email Address of Individual;
- A description of the Individual's role(s) in the human subject research activities.

CUNY research compliance staff will then draft the Individual Investigator Agreement and return a signed copy to the HRPP coordinator who submitted the information.

5. APPLICABLE REFERENCES

<http://www.hhs.gov/ohrp/policy/guidanceonalternativetofwa.html>