

## HMS Research Collaborator Harvard Sponsored Role (HSR) Intake Form

This form is required to onboard or update a Research Collaborator HSR at HMS. The HMS HSR Sponsor or Sponsor Delegate must complete the form accurately to reflect the nature of the collaboration. The Research Collaborator HSR and the Sponsor or Sponsor Delegate must sign this form before the HSR is approved in the HSR Portal.

### Research Collaborator Information:

Last Name:

First Name:

Home Institutional email:

Personal email:

Phone number/Cell:

Where will you be physically located during the collaboration:

Research Collaborators Emergency Contact:

Research Collaborators Emergency Contact Phone:

Collaboration Period Start Date:

Collaboration Period End Date:

### HMS Sponsor Information:

HMS Sponsoring PI Name:

HMS Sponsoring PI email:

(Research Collaborator HSR's are authorized for a maximum of one year, renewable upon review)

Does the HMS Sponsoring PI have a financial or outside interest (co-founder or equity) in the Departing Researcher's employer? [COI Policy](#)      Yes      No

(If Yes, consult with the Office for Academic and Research Integrity [Outside Activities Team](#) before the HSR is approved.)

### Research Collaborator Employer Information:

Collaborator is currently employed or appointed full-time by \_\_\_\_\_ (Home Institution) in the position of \_\_\_\_\_ and has been employed or appointed by the Home Institution in this capacity since \_\_\_\_\_ (date).

Is the Employer a      "For Profit"      "Not-For-profit company"

Home Institution Supervisor or Dept. Chair Name \_\_\_\_\_

Home Institution Supervisor or Dept. Chair Email \_\_\_\_\_

Home Institution Supervisor or Dept. Chair Phone \_\_\_\_\_

Home Institution website: \_\_\_\_\_

Does the Collaborator have any active affiliations (appointment or employment) with any other institutions besides the employer listed above?      Yes      No

If yes, please list the full names of the Institutions: \_\_\_\_\_

**(HSR roles may not be used in place of formal employment or an appointment at HMS and therefore Research Collaborators are expected to have paid employment or an appointment outside of HMS. Consult with the HMS HSR Support Team at [HMSHSR@hms.harvard.edu](mailto:HMSHSR@hms.harvard.edu) if a Collaborator does not have outside appointment or employment.)**

**Project Details:**

Name of HMS Project(s) related to this collaboration:

Associated HMS Sponsored Fund # related to this collaboration:

Is there an active Collaboration Agreement, DUA/DTA, Subaward for this Collaboration      Yes      No

If yes, please list: \_\_\_\_\_

Activities	Onsite (hybrid)	Offsite	N/A
Design or perform experiments/collect data or samples/create research materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample or data analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manuscript drafting, writing, or editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training lab members on techniques and methods (Collaborators may not supervise, direct, or be responsible for any other individual in the lab).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Research Collaborator Access:****Protecting IP when Hosting Visitors and Visiting Scientists in the Lab**

Office 365 Email (External collaborators should not be assigned an HMS email)

- Office 365 Services (Sharepoint, OneDrive, Teams)** will provide all these services without an HMS email box
- School-specific Active Directory (HMS ID)** ([IT services by credentials](#))

List IT systems (e.g. O2, RedCap)

- Campus Status:**                  Hybrid                  Fully Remote

If hybrid please list the spaces that the Research Collaborator will have access to, including any HMS Core Facilities:

- Library access:** Access to E-Resources is available to anyone sponsored in the [Research Collaborator HSR role](#)

**Additional Routing:**

Collaborators abroad: If the Research Collaborator will be located outside of the US for any part of their designated collaboration time, the HSR Sponsor or Sponsor delegate **must** separately send this form to ORA at [ORA](#) for a **Foreign Component assessment, Export Control and Restricted Party review**. **The HSR role may not be approved or processed until ORA has completed these reviews**. Upload ORA's review outcome and approval documentation in the HSR portal for this HSR record.

**Administrative Requirements in the HSR portal:**

- Sponsor into HSR role type: **Research Collaborator**
- Update Role title: **Research Collaborator from "Name of Home Institution"**
- Upload the following forms into the HSR portal:
  - HMS Research Collaborator Information form (save a copy in the local department files)
  - Signed Visitor Participation agreement (please also upload a copy into GMAS)
  - Harvard Acknowledgement of Risk and Release
    - For any Research Collaborator HSR who will physically be accessing HMS or Harvard Space. (Not required for HMS Hospital Affiliate Employees).
  - ORA documentation of Foreign Component, Export Control and Restricted Party Screen review for any foreign-based HSRs

## Reminders:

- The Research Collaborator HSR role is not intended for individuals who are performing work for HMS/Harvard or are earning academic credit through HMS/Harvard or their Home Institution.
- Collaborators are strongly encouraged to notify their current employer that they are collaborating with Harvard/HMS and to ensure they are following all rules, policies and requirements of their current employer or visa.
- Sponsors are accountable for the appropriate use of Harvard services, systems, and facilities.
- Research Collaborators must comply with all HMS and Harvard policies including, but not limited to HMS's Research Policies, Integrity in Science Policies and Other Policies applicable to participation in research or presence on the HMS or Harvard campus.
- Access the Harvard [University HSR Policy](#) here.
- [Harvard Medical School Authorship Guidelines](#)
- HMS IT provides support for transferring or sharing [large volumes of data with collaborators](#).

## HMS Departing Researcher Notice – Nature of Relationship to Harvard/HMS:

- **Status**  
The Collaborator is not an employee, agent, or appointee of HMS or Harvard and may not represent themselves as such. The Collaborator will remain affiliated with their Home Institution during the collaboration period.
- **Compensation and Employment**  
The Collaborator will not receive compensation or benefits from HMS or Harvard. This collaboration is not an offer of employment, and the Collaborator will depart HMS and Harvard at the end of the collaboration period.
- **Changes in Employment or Physical Location**  
In the event that the Collaborator's employment or appointment with the Home Institution terminates during the term of this role, or the Collaborator's physical location changes to a location outside the United States or to a different non-U.S. country during the term of this role, the Collaborator shall promptly provide written notice to HMS and/or the Harvard HSR Sponsor and/or the Department Administrator.
- **Compliance and Eligibility**  
The Collaborator must comply with all applicable HMS and Harvard policies. Failure to comply may result in termination of access. The Collaborator is responsible for ensuring employer awareness of this collaboration and, if applicable, that their visa status permits collaboration with Harvard.

Signature of Collaborator

Signature of HMS Sponsor

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: