



HMS Research Collaborator POI Intake Form

External Collaborator Last Name _____

External Collaborator First Name _____

External Collaborator Email _____

External Collaborator DOB (format MM/DD/YYYY) _____

Has the collaborator been at Harvard before? Yes No Unknown

If Yes, provide Harvard ID (HUID) number, if known _____

If Yes, list previously used names _____

Collaborator's Emergency Contact Name _____

Collaborator's Emergency Contact Phone _____

Collaboration Period Start Date _____

Collaboration Period End Date (est.) _____

(note POI research Collaborators are authorized for a maximum of one year and must be renewed at least annually)

HMS Collaborating PI Name _____

HMS Collaborating PI Email _____

HMS POI Sponsor Name _____

HMS POI Sponsor Email _____

Briefly describe the scope and the nature of the collaborative research project:

(provide a minimum of a few sentences):

e.g. I will be collaborating with Dr. X [PI] on [PROJECT TOPIC], which will involve [major steps in research project [e.g. single-molecule experiments, RNA-seq, protein purification] as part of an existing research collaboration between sponsor lab and POI lab at [POI Institution/Company]. This collaboration will involve occasional visits to HMS to do necessary experiments and require access to the data files on a HMS/lab server.

Scope/Nature of Collaboration

Indicate the HMS or Harvard systems and spaces that the Collaborator need to access:

- Email
- Departmental Server (list) _____
- HMS-IT Systems (e.g. O2, RedCap, DropBox) _____
- Lab Space (specify room/buidling) _____
- Research Cores (list) _____
- Library
- Other (describe) _____

(Note: Only give access to the files, space or systems necessary to complete the described collaboration)

Research Collaborator POI Questions:

1) Is the collaborator on a visa? Yes No

- a. If Yes, does the visa allow collaboration with Harvard/HMS or the performance of work outside of their sponsoring institution? Yes No

2) Will the collaborator be physically located outside of the United States for any portion of their collaboration with HMS? Yes No

- a. If Yes, list international locations _____

3) Will the collaboration overlap or support any grant funded projects awarded to HMS or Harvard? Yes No

- a. If yes, list the grant numbers and award PIs: _____

Employment Certification:

The Collaborator will at no time be considered an employee, agent, or appointee of HMS or Harvard, nor represent her/himself as such, and is expected to remain an employee, agent or appointee of their Home Institution during the collaboration period. The Collaborator will not receive any wages or benefits from HMS or Harvard during the collaboration period or as a result of any work performed as part of the this collaboration. The Collaborator understands that s/he has not been offered employment at HMS or Harvard and that the Collaborator will depart HMS and Harvard at the conclusion of the collaboration period. It is anticipated by all parties that the Collaborator will continue his/her employment or appointment at the Home Institution at the conclusion of the collaboration period, unless the Collaborator or the Home Institution terminates the employment or appointment relationship. In the event the Collaborator's employment or appointment at the Home Institution is terminated during the collaboration period, the Collaborator will immediately notify the HMS and/or Harvard

POI Sponsor and/or Collaborating PI. During the collaboration period, the Collaborator will comply with all HMS and Harvard University policies and procedures. Failure to comply with HMS and Harvard policies can result in termination of access for the Collaborator.

External Collaborator’s Current Employment 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).

Home Institution Supervisor’s Name _____

Home Institution Supervisor’s Email _____

Home Institution Supervisor’s Phone _____

Remember:

- Collect the appropriate [Visitor Participation Agreement](#) (select based on their employer type) for all Research Collaborator POIs and upload the signed form into the POI portal
- Collect the Harvard [Acknowledgement of Risk and Release of Claims](#) form and upload signed form into the POI portal for any Research Collaborator POI who will physically be accessing HMS or Harvard Space. (Not required for HMS Hospital Affiliate Employees).

Notifications:

- Research Collaborator POIs may not be used in place of formal employment or an appointment when individuals performing similar roles and duties are employed or hold an appointment. Research Collaborator POI roles should only be used for individuals who need short-term, occasional or sporadic access to HMS/Harvard space, systems or resources to complete a collaborative research project. This POI role type is not intended for individuals who are performing work for HMS/Harvard or are earning academic credit through HMS/Harvard or their Home Institution.
- Research Collaborators are expected to have paid employment outside of HMS/Harvard. In the event that a Research Collaborator does not have paid employment or is not an agent or appointee of a Home Institution, please discuss with the POI Sponsor’s Department Administrator whether granting access to HMS/Harvard space or systems through a Research Collaborator POI is appropriate. Department Administrators may consult with the HMS POI Support Team at HMSPOI@hms.harvard.edu when evaluating the appropriateness of access for an unemployed or unappointed collaborator.
- Access to space, materials, data and systems for Research Collaborators will be reviewed and approved on a case-by-case basis. Be aware that collaborators may not be granted access to all systems, data, space or materials that they request. Research Collaborators who need to access data or systems controlled or managed by the US Federal Government to complete their HMS-based projects may require additional authentications and validations.

- Collaborators may not supervise, direct, or otherwise be responsible for students, trainees, staff, or any other individuals in the lab.
- If the HMS Collaborating PI or POI Sponsor is a co-founder of or owns equity in the Collaborator's Employer/Home Institution, consult with the Office for Academic and Research Integrity [Outside Activities Team](#). It may not be possible for the Collaborator to obtain full lab access. ARI will work with the PI, Sponsor, Collaborator and Department to assess the specific situation.
- Research Collaborators are obligated to 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.
- Collaborators have a continuing obligation to maintain confidentiality of HMS/Harvard data and may not disclose or otherwise provide preferential access to HMS/Harvard data or information to the Collaborator's Employer/Home Institution.
- Collaborators and Sponsors are accountable for the appropriate use of any HMS/Harvard services or facilities, including, but not limited to, information technology services, data, labs, Cores or other facilities and administrative services and systems.
- All Intellectual Property developed in connection with the collaborative project or any work for HMS/Harvard is assigned to HMS/Harvard, in accordance with the Harvard University [Statement of Policy in Regard to Intellectual Property](#).
- Individuals located outside of the U.S. who are participating on HMS/Harvard projects are subject to [Restricted Party Screening and to Export Control Review](#).
- If a Research Collaborator is working outside of the US and their collaborative project is in support of Federally Funded sponsored project(s), PIs should work with their Grant Manger and the [HMS Office of Research Administration](#) to assess if a Foreign Component Disclosure needs to be made.
- Unpaid personnel may be considered an In-Kind resource and may require disclosure on Other Support or Current and Pending Pages. PIs should work with their Grant Manager and the [HMS Office of Research Administration](#) to assess if any disclosures need to be made on grant documents.

Signature of Research Collaborator POI

_____ Date _____

Signature of POI Sponsor or POI Sponsor Delegate

_____ Date _____