

## PURPOSE and INSTRUCTIONS

# SUPPLEMENT Non-UW Individual Investigators

Use this SUPPLEMENT to identify any non-UW individuals that are involved in a UW study. Non-UW individuals are those who are not [UW employees or agents](https://www.washington.edu/research/hsd/guidance/engagement/#agent), and are not affiliated with another organization for the purpose of the research. You do not need to complete this form for unpaid UW volunteers as long as the work is within the written scope of work for the volunteer that has been authorized by the UW department.

HSD staff will consider these requests on a study-by-study basis and will use the information you provide to begin the process of establishing any required agreements with the individuals. Consult with HSD at [hsdrely@uw.edu](mailto:hsdrely@uw.edu) if you have questions.

1. For *individuals* who *are affiliated* with an institution for the purpose of the research, use the SUPPLEMENT Multi-site or Collaborative Research
2. To answer a text box question, make sure your cursor is in the gray text field before typing or pasting content.
3. Upload this document to the “Other attachments” section of the Local Site Documents page in Zipline.

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**Study Title:**

## 1. QUESTIONS

* 1. Describe how the UW PI will direct and supervise the activities of the individuals.

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* 1. Describe the qualifications and/or training for the non-UW study team members to fulfill their role on the study and perform study procedures. If multiple individual investigators will contribute to the study, you may describe study roles and the qualifications and training the PI or study leadership will require for any individual who might fill that role. The IRB will use this information to assess whether risks to subjects are minimized because study activities are being conducted by properly qualified and trained individuals.

HSD offers access to [CIRTification](https://www.washington.edu/research/hsd/training/required-training/human-subjects-protections-training/#cirtification), a human research protection training program designed especially for community partners who are involved in activities such as recruiting research participants, obtaining informed consent, or collecting data. HSD strongly encourages UW PIs to require that non-UW study team members complete CIRTification training or [CITI training](https://www.washington.edu/research/hsd/training/required-training/web-based-citi-training/) depending on their role in the research. Documentation of completion does not need to be provided to HSD.

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* 1. List the Non-UW individuals and indicate how they will be involved in the research. To add additional rows, highlight a row, right click and select “Insert as New Row”. For assistance, contact [hsdrely@uw.edu](mailto:hsdrely@uw.edu).

| **Name** | **Address and Phone** | **Email** | **Activities of Individual (check all that apply)** |
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|  |  |  | Obtain consent and/or assent  Perform research procedures  Administer study interventions  Obtain, use, or analyze identifiable data and/or specimens  Other participant contact  Other responsibilities or roles |
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