

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.
- 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 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.

To recruit participants for your study (research is conducted off-site) 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.
- Submit the “Letter of Collaboration” template to opk12research@fau.edu .

- 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.
- Once IRB protocol is approved, submit IRB stamped documents to OPK12 research committee. [CLICK HERE](#)
- When 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 recruit participants for your study (research is conducted off-site) 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.
- Once IRB protocol is approved, 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.