



## Vendor

- An outside entity who is performing an analysis or task for a research study.
- An individual can be named at the entity, but it is not required.
- The analysis or task is specified in the protocol.
- Agreements may or may not be required by the vendor.
  - If vendor requires an agreement:
    - AH would review the agreement to ensure that the terms and conditions (T&Cs) needed by AH are in the agreement.
      - If AH needed T&Cs are included, the agreement would be signed
      - If AH needed T&Cs are not included, AH would request:
        - To negotiate the vendor provided agreement
        - To add an addendum with the AH needed T&Cs to the vendor provided agreement
        - To add a Letter of Agreement with the T&Cs along with the agreement
  - If vendor does not require an agreement:
    - FH would request vendor to sign an agreement
      - Vendor Agreement with AH needed T&Cs
      - Letter of Agreement with AH needed T&Cs
- Typically, the analysis or task is performed on a fee-for-service basis and paid via invoice.

## Collaborator(s)

- Named individual(s) from an outside entity who is part of the research as indicated in the:
  - Protocol, and/or
  - IRB Research Personnel Log
- The analysis or task is specified in the protocol.
- The outside entity may or may not require an agreement.
  - If outside entity requires an agreement:
    - AH would review the agreement to ensure that the terms and conditions (T&Cs)\* needed by AH are in the agreement.
      - If AH needed T&Cs are included, the agreement would be signed
      - If AH needed T&Cs are not included, AH would request:
        - To negotiate the entity provided agreement
        - To add an addendum with the AH needed T&Cs to the entity provided agreement
        - To add a Letter of Agreement with the T&Cs along with the agreement
  - If entity does not require an agreement:
    - AH would request the entity to sign an agreement
      - Institutional collaboration agreement (e.g., UCF, SB, etc.) with study specific project plan, work order, etc.
      - Material Transfer Agreement, Data Use Agreement
      - Research Study Agreement
      - Letter of Agreement
- If there is any funding transferred from AH to the outside entity, it should be specified in the Agreement.

Terms & Conditions needed by AH will vary depending on the protocol and informed consent:

- Specific use of materials
- Shipping/delivery of materials
- Any specific handling requirements
- Time frames for delivering results
- Disposition of residual materials
- Intellectual property
- Data rights
- Publishing rights
- Confidentiality
- Other

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An individual can be named at the entity, but it is not required.	Named individual(s)
The analysis or task is specified in the protocol.	The analysis or task is specified in the protocol.
Agreements may or may not be required by the vendor.	The outside entity may or may not require an agreement.
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