1. **PURPOSE**
   To describe the administrative practice required to request the issuance of an Individual Investigator Agreement (IIA).

2. **DEFINITIONS**
   An IIA is a formal binding agreement that provides a mechanism for an Individual who is engaged in human subject research activities on behalf of CUNY, and is neither affiliated with an institution nor acting as an employee or agent of an institution. At CUNY, an IIA is required for any Individual who is engaged in human subject research activities conducted on behalf of CUNY, and the Individual is not affiliated with CUNY or any other institution. The IIA defines the responsibilities of the IRB and the Individual.

3. **RESPONSIBILITIES**
   The Vice Chancellor for Research and the University Director for Research Compliance are the institutional authorities for IIA. Research team members (including the Principal Investigator), or others at the CUNY Colleges do not have the authority to issue or sign IIA on behalf of CUNY.

4. **WORK INSTRUCTION**
   To request an IIA the HRPP coordinators should provide the following information to the University Director for Research Compliance or his/her designee, by sending an email and including the following information to HRPP@cuny.edu:
   - The reason why an IIA is being sought;
   - Name of Individual;
   - Address, Phone Number and Email Address of Individual;
   - A description of the Individual’s role(s) in the research project.

   CUNY research compliance staff will then draft the Individual Investigator Agreement and return a signed copy to the HRPP coordinator who submitted the information.

5. **APPLICABLE REFERENCES**