



# HSR Candidate Information Request

To be filled out by HSR candidates and submitted to HSR Sponsor or Sponsor Delegate with any required supporting documents. **Incomplete forms will delay processing.**

**Sections UNDER BLUE HEADERS are required for Research Collaborators**

Please save with document name: LASTNAME\_FIRSTNAME\_HSR\_MM-DD-YYYY

## HSR Candidate

Last name

First name

Email address

Birthdate (MM/DD/YYYY)

Emergency contact

Phone # for emergency contact

Are you on a visa?

Yes. If yes, can you confirm the visa terms allow the proposed HSR?

No

Will you be located outside the US for any period of the HSR?

Yes. If yes, where?

No

## Sponsor for the HSR Role

Harvard Chan School department or laboratory/PI name

Harvard Chan School HSR sponsor name

Harvard Chan School HSR sponsor email

## Additional **Required** Information for Research Collaborator HSR Candidates

HSR Candidate is currently employed or appointed full-time by \_\_\_\_\_ (Home Institution) in the position of \_\_\_\_\_ and has been employed/appointed by the Home Institution in this capacity since \_\_\_\_\_. (Explain/use N/A if needed.)

Name of Home Institution Supervisor (OR department chair OR dean)

Email of Home Institution Supervisor (OR department chair OR dean)

Phone number of Home Institution Supervisor (OR department chair OR dean)

HSR Research Collaboration Period Start Date (MM/DD/YYYY)

HSR Research Collaboration Period End Date (est.) (MM/DD/YYYY)

**NOTE: HSR Research Collaborators are authorized for a maximum of one year and must be renewed at least annually**

### Relationship to Harvard

Have you had a previous role/business relationship at Harvard?

Yes  No

If yes, prior role at Harvard

- student, trainee, or fellow
- staff
- faculty or academic
- appointee or previous HSR
- other

Prior supervisor or mentor at Harvard, if known

HUID number, if known

### Purpose for the HSR

Scope and description of the nature and purpose of the work or research collaboration

Services needed **NOTE: not all roles are eligible for all services**

ID card

O365 Email

O365 Services (SharePoint, OneDrive, Teams)

Additional Access or Systems Requested for Research Collaborator HSR candidates:

- Lab space (specify locations)
- Server (list)
- Local shared drive (list)
- Research cores (list)

**NOTE: for additional IT systems or spaces not accessible via HUID-only, the HSR sponsor or delegate must send a request to IT and/or operations. This form is not an IT or Operations ticket and will not automatically trigger necessary requests.**

Attachments **Required** for Research Collaborator HSR candidates:

- HSR CANDIDATE INFORMATION REQUEST FORM (THIS FORM) **required for all Research Collaborator HSRs**
- Acknowledgement of Risk and Release: provide signed [Acknowledgement of Risk and Release of Claims](#) form for collaborations involving physical access of Harvard Chan School or other Harvard space
- Visitor Participation Agreement: [Visitor Participation Agreement](#) **required for all Research Collaborator HSRs**
- Other

If this is a Research Collaboration, are there any Harvard grants/sponsored funds your research will contribute to or overlap with? If yes, please list grant numbers and PIs for all related grants.

Employment Certification **Required** for Research Collaborator HSR Candidates:

The Research Collaborator will at no time be considered an employee, agent, or appointee of the Harvard Chan School 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 Research Collaborator will not receive any wages or benefits from the Harvard Chan School or Harvard during the collaboration period or as a result of any work performed as part of the collaboration. The Research Collaborator understands that s/he has not been offered employment at the Harvard Chan School or Harvard and that the Research Collaborator will depart the School and Harvard at the conclusion of the collaboration period. It is anticipated by all parties that the Research Collaborator will continue his/her employment or appointment at the Home Institution at the conclusion of the collaboration period unless the Research Collaborator or the Home Institution terminates the employment or appointment relationship. In the event the Research Collaborator's employment or appointment at the Home Institution is terminated during the collaboration period, the Research Collaborator will immediately their HSR sponsor and/or collaborating PI. During the collaboration period, the Research Collaborator will comply with all Harvard Chan School and Harvard University policies and procedures. Failure to comply with School and University policies can result in termination of access for the Research Collaborator.

Other notifications for Research Collaborator HSR Candidates and Sponsors:

- Research Collaborator HSRs may not be used in place of a formal employment or appointment where individuals performing similar roles and duties hold an appointment or employment. Research Collaborator HSR roles should only be used for people who need short-term, occasional, or sporadic access to Harvard Chan School space, systems, or resources to complete a collaborative research project. This HSR role type is not intended for people who are performing work for the School or are earning academic credit through the School or their Home Institution.
- Research Collaborators are expected to have paid employment outside of Harvard. If the Research Collaborator does not have paid employment or is not an appointee of a Home Institution, please discuss the appropriateness of granting access to Harvard space or systems through a Research Collaborator HSR with the HSR Sponsor's Department Administrator. Department Administrators may consult with Faculty Affairs, HR, Research Compliance, or IAM team in evaluating the appropriateness of access for an unemployed or unappointed collaborator.
- Access to space, materials, data, and systems for individual Research Collaborators will be reviewed and approved on a case-by-case basis. Be aware that Research collaborators may not be granted access to all the systems, data, space, or materials that they request.
- Research Collaborators may not supervise, direct otherwise be responsible for individuals, trainees, or staff in the lab.

- If the Harvard Chan School Collaborating PI or HSR Sponsor is a co-founder of or owns equity in the Collaborator's Employer/Home Institution, consult with the Office for Regulatory Affairs and Research Compliance. It may not be possible for the Research Collaborator to obtain full lab access. ORARC will work with the PI, HSR Sponsor, Research Collaborator, and department to assess the specifics of the situation.
- Research Collaborators are obligated to comply with all School and University policies, including but not limited to all policies managed and monitored by the School's [Office for Regulatory Affairs and Research Compliance](#) (including the School's [research misconduct policy](#)) and [Office for Research Administration](#), as well as the University's [Office of the Vice Provost for Research](#) and the [Harvard University Information Security policies](#).
- Research Collaborators have a continuing obligation to keep any Harvard data confidential and may not disclose or otherwise provide preferential access to Harvard data or information to the Research Collaborator's Employer/Home Institution.
- Research Collaborators and their Sponsors are accountable for the appropriate use of any School or University services or facilities, including information technology services and appropriate data use, use of labs or other facilities, and administrative services and systems.
- All Intellectual Property developed in connection with the project for any work for the Harvard Chan School is assigned to the School, 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 Harvard projects are subject to [Restricted Party Screening and to Export Control Review](#).

Signature of HSR Candidate

Date

Signature of HSR Sponsor or HSR Sponsor Delegate

Date

Sources:

- HUIT Identity and Access Management (IAM) HSR policy (July 15, 2021)
- HMS Research Collaborator HSR Intake Form