

KPGA Affiliate and Adjunct Agreement

Thank you for your interest in collaborating with the Kaiser Permanente (GA) Center for Research and Evaluation. Kaiser Permanente is committed to conducting and disseminating high-quality research that addresses issues that are important to our members and our health care system, and your contribution to those efforts is valued.

In order for our collaboration to be as successful as possible, we want to ensure that you are aware of the following policies, procedures and guidelines for conducting research in our Center. If you have any questions or concerns, please contact the Center for Research and Evaluation Executive Director, Research Manager, or your sponsor. Please return this signed agreement with a copy of your most recent CV to Drew Bradlyn, PhD (andrew.s.bradlyn@kp.org).

1. **Training and Certifications:** Each investigator is expected to complete the required CITI, HIPAA, and associated human subjects and privacy protection trainings and to maintain documentation of current certifications in the appropriate location. Applicable trainings will be identified in consultation with the Executive Director, Research Manager, and Research Compliance personnel and must be completed prior to initiating any research activities.
2. **Collaborative Research Expectations for Participation:** Research projects (funded and unfunded) conducted at KPGA must have a KPGA investigator who participates in a substantive manner, ideally beginning in project conceptualization, that is commensurate with and leads to an authorship position on dissemination products resulting from this collaboration.
3. **Data Requests, Use, and Storage:** All investigators must adhere to the highest standards regarding data integrity, use, and storage. Maintaining the privacy of our members requires understanding of applicable laws and policies, including HIPAA provisions. All data access and storage activities including preparation to research, must conform to KP policies, including restrictions on the use and storage of data off-site.
4. **Publication and Presentation:** Manuscripts to be submitted for review, as well as research findings submitted for presentation at professional meetings, must be reviewed by the Executive Director prior to submission. This is not a scientific review, and is only intended to bring to light any information that might be proprietary or require risk management efforts on the part of the organization so that information and any response can be most effectively managed. Authorship decisions should follow commonly-accepted guidance (e.g., ICJME <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>) and a KPGA investigator should contribute meaningfully and with attribution. Researchers using the Center's core data systems will acknowledge the Center's development and maintenance of those systems in their reports and publications. Sources of financial support for research will be acknowledged in reports and publications of the research unless the funding source requests that acknowledgement not be given. All manuscripts or presentations using KPGA data and/or funds must be reviewed prior to submission.

5. **Grant Submission:** In those instances where KPGA is the prime applicant, proposals must be submitted in accordance with the established policies, including any required reviews. Applications for Federal funding will be submitted through the Kaiser Foundation Research Institute. When KPGA subcontracts to another organization/institution serving as the prime applicant, established policies apply.
6. **Research Review and Oversight:** Affiliate Investigators are responsible for following the established protocols and timeframes for material that must be reviewed by any of the existing committees or groups, including the Leadership Research Advisory Committee, the KPGA Research Review Committee, and the Institutional Review Board for the Protection of Human Subjects.
7. **Terms and Conditions:** In those situations where and investigator/investigator's institution is in a subcontracted relationship with KPGA, the investigator is responsible for complying with the terms and conditions associated with that agreement.
8. **Departmental Reporting Requirements:** Investigators may be responsible for a variety of departmental reporting activities, such as annual activity reports and sponsor information; these should be completed within the stated timeframe. Affiliate investigators are not responsible for time sheet approvals, invoice reviews, or other financial expenditure reviews and/or approvals.
9. **Other:** This appointment carries no financial compensation or fringe benefits, and is for a one-year renewable term.

Investigator

- Affiliate (Non-KPGA Employee)
- Adjunct (KPGA Employee)

Date

Center for Research and Evaluation Executive Director

Date