



## HMORN SUBAWARD & DATA USE AGREEMENT (DUA) TEMPLATES

### INSTRUCTION SHEET

#### **Why These Templates Were Created**

Over time, DUA templates have become longer and more complex as contractual language has been added. As a result, the time needed to put a DUA in place has increased. In some cases, HMORN projects have been delayed to the point that the research was negatively impacted. The HMORN wishes to offer a streamlined HMORN DUA template to ensure that collaborative projects are not held up.

Since only a handful of elements are federally required in a DUA, the Network's goal was to create an HMORN DUA template focused on those required elements. Contractual language was moved from the DUA into a corresponding HMORN SubAward template.

The SubAward template complements (and is meant to be used with) the HMORN DUA template. Also, the DUA template refers to IRB approved data elements so as to minimize or eliminate the need for DUA modifications should data needs change.

#### **What You Need to Know Before Using These Templates**

The HMORN SubAward Agreement and DUA templates were expressly designed to be used together. The HMORN DUA is meant to be used only with the complementary HMORN SubAward Agreement template.

When the SubAward template is used, contract staff must inform the PI and PM so that they are aware that the streamlined DUA template can be used.

As templates, these documents are intended to be a starting place for negotiations. It is critical to bear in mind as changes are negotiated that the language in both documents was developed specifically for joint use. It is strongly advised that modifications be as minimal as possible.

#### **How to Provide Feedback about Using These Templates**

If you have a story to share, suggestions for future drafts or other feedback, the HMORN would like to hear from you.

Please contact Ella Thompson with feedback.

Email: [thompson.e@ghc.org](mailto:thompson.e@ghc.org)

Phone: (206) 442-5211



## **HMORN SubAward Agreement Template Instructions**

Fill these items in for each project using the HMORN SubAward Agreement template. These can also be found in the footnotes of the template.

1. Awardee corporate identification
2. Subawardee corporate identification
3. Full corporate identification of Awardee with address
4. Full corporate identification of Subawardee with address
5. Insert grant number here
6. Insert CDA # here, if applicable
7. Insert study title here
8. Insert start and end dates of the funded period here
9. Insert proposed full term of study here
10. Insert same dates as in first paragraph of this section
11. Insert funding for this budgeted award period under sub award
12. Insert corporate identification of Awardee here
13. Insert Grant Number here
14. Insert funding agency here
15. Insert funding agency here
16. Insert Subawardee SoW below this title

## **HMORN Data Use Agreement Template Instructions**

Fill these items in for each project using the HMORN DUA template. These can also be found in the footnotes of the template.

1. Disclosing Party
2. Data Recipient
3. An Exhibit A may be appended listing the classes of data elements being transmitted pursuant to IRB approval
4. Study Title
5. Internal IRB number utilized by Disclosing Party's IRB
6. Date of IRB application that has been acted upon AND which authorizes data to be shared