Integrated Online Research Administration (IORA)

Unfunded Agreements Frequently Asked Questions

1. **Will Agreements previously entered into INTEUM be migrated to IORA?**
   No. Agreements existing or pending prior to September 25, 2020 will remain in INTEUM. New agreements effective September 25 or later will be created in IORA.

2. **What types of Agreements is IORA used for?**
   Currently, IORA is for Confidentiality agreements, Material Transfer Agreements, and Data Use Agreements. Once the IORA Grants module is launched (currently scheduled for early 2021), all research agreement types will be managed in IORA.

3. **What if multiple Agreements are needed?**
   For each agreement type needed, please initiate a new agreement in IORA.

4. **Is there a limit on the number of collaborators that can be added to an Agreement?**
   No, there is no limit to the number of collaborators. Each will be able to view and access the agreement.

5. **What if the Agreement is both sending and receiving?**
   Please enter these agreements as "Sending" and include notes in the descriptions that the information/materials/data will be exchanged each way.

6. **What if it is unknown who the (other party) scientist is?**
   Ideally when exchanging information/materials/data, you will know exactly who will be receiving the transfer. If unknown, please enter a contact name at the other party with an explanation of who will be receiving the transfer.

7. **Is RSRB approval needed prior to filling out the Agreement application (when human subject data/materials are being transferred)?**
   RSRB approval is not required at the time of agreement initiation. However, in order for ORPA to complete their review, they will need to have the RSRB protocol linked to the agreement.

8. **In the IORA IRB module ("Click IRB"), only a PI or PI proxy can submit. Is this true for IORA Agreements as well?**
   Anyone with access to IORA can create and submit an Agreement to ORPA. Once the Agreement is created, only the PI and Creator of that Agreement can submit to OPRA. Note: Those named as Collaborators have the option to name themselves as the Creator and submit.

9. **Who has access to specific Agreements within IORA?**
   Initially only the creator and the PI will have access. However, either the creator or the PI can add "collaborators" who will then be able to access the agreement.

10. **How do I respond to a "Request for Clarification"?**
    When you receive a notification in your email with a "Request for Clarification" please click the link within the email and review the request within IORA. Once you have completed the request, be sure to then "Submit Changes" in IORA.

11. **Is it possible to copy previous Agreements?**
    Yes, there is an activity to "Copy Agreement" within IORA.

12. **What if the Principal Investigator (PI) is not listed in IORA?**
    Please leave the PI field blank and in the Notes section on the final page, indicate who the UR PI is.

13. **Are there training materials available for IORA Agreements?**
    Yes, within the IORA system, click the Agreements tab, then choose the "Help Center." There are guides and videos available to help you.

14. **Are the smartforms in IORA editable after submission to ORPA?**
    Once the smartforms are submitted, they can only be edited by ORPA. If ORPA sends the Agreement back to you for clarification, you may edit the smartforms at that point. Otherwise, any needed updates should be sent to ORPA by way of the "Contact Owner" activity within IORA.

15. **If an Agreement remains in an "unassigned" state, what is the best way to contact ORPA to check the status?**
    If an Agreement has been "unassigned" for more than 2 business days, please email the MTA@rochester.edu mailbox.