

Section 02: Study Personnel Outside Duke University

If anyone on your study team is outside of Duke, you will need to fill out the “Outside Duke Key Personnel Form”, found here:

<https://irb.duhs.duke.edu/forms/outside-duke-key-personnel-form>

If outside key personnel will see PHI, this should be included in the research data security plan (RDSP) in section 12.

If you will have an unpaid intern or volunteer as key personnel, the information they see should be limited. The process to add a volunteer to study personnel can be found here:

<https://irb.duhs.duke.edu/node/4080>

If you have a commercial/industry collaborator, you will need to be in contact with the Office of Corporate Research Collaborations (OCRC), who can authorize data use agreements.

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[User Guide](#)

For all Key Personnel who are not Duke employees, complete and attach an Outside Duke Key Personnel Form.

Document Name	Date Created	Last Modified	Revision
There are no items to display			

See [Download Forms](#) for current form templates.