LifeWorks
Research Agreement

Goal:
Our goal in working together is to better understand the LifeWorks client population.

Objective:
Our objective is to conduct research together and present the findings to the community to provide more effective services to the people we serve.

LifeWorks and researcher will jointly undertake the following activities:
- All research material collected from the project are owned by both entities
- Either party may access the findings at any time unless determined otherwise in the original proposal
- Findings will only be released after both parties have reviewed them

LifeWorks will:
- Provide the LifeWorks policies and procedures that the researcher is required to adhere to while working with LifeWorks and their clients
- Assign a LifeWorks research lead to act as coordinator between the researcher and LifeWorks
- Assist in the identification and referral of clients to the project
- Provide space and facilitate interaction with LifeWorks clients
- Encourage staff and volunteers to participate in project
- Reserve the right to include or exclude clients to avoid a negative impact on the client
- Reserve the right to restrict research personnel from direct contact with LifeWorks clients if we feel it is necessary/appropriate

External Researcher will:
- In advance, submit the completed LifeWorks Research Application
- Receive IRB approval from a research university; approval from an independent IRB requires proof of liability insurance
- Schedule meetings with the assigned LifeWorks research lead prior to the implementation of the project and throughout the project. Meetings will be scheduled to facilitate communication and problem solving.
- Adhere to applicable policies and procedures of LifeWorks and attend trainings as required by individual programs
- Provide resumes, emergency contact information, and criminal background checks for all personnel who will be working with LifeWorks clients
• Submit in writing any requested changes regarding the research proposal, procedures and/or changes in key personnel (those who have direct contact with clients; investigators; evaluators). All change requests must be approved by the research lead prior to implementation.
• Notify the LifeWorks research lead as soon as possible if/when client discloses abuse, suicidal ideation, potential harm to others, etc.
• Maintain the highest ethical and professional conduct
• Provide all findings and supporting data to LifeWorks in a electronic format that is compatible with LifeWorks computer system

Either party may terminate this agreement at any time. In the event that the agreement is terminated, neither party may use the findings from the project.

Researcher Contact Information

Investigator Name: ________________________________
Agency: ________________________________
Address: ________________________________

Phone Number: ________________________________
Fax Number: ________________________________
Email Address: ________________________________

Signatures:

__________________________________________  ______________
Researcher  Date

__________________________________________  ______________
LifeWorks Representative  Date