

External PI Agreement

This agreement is made between the American Academy of Family Physicians National Research Network (NRN) and principal investigators who are not on the AAFP staff.

AAFP NRN Research Agenda

The network director, the network staff, and the network member physicians determine the research agenda of the AAFP National Research Network, with guidance from the Network's Advisory Group. The interest and dedication of the Network member physicians is crucial to the success of research projects, so their opinions are regularly solicited prior to embarking on specific research projects.

Projects brought to the network by academic principal investigators must be consistent with the AAFP National Research Network's mission, objectives and current research agenda. The total body of work undertaken by the AAFP National Research Network will be consistent with the following principles. Projects must:

- be designed and implemented collaboratively with the AAFP NRN
- address a question of importance to family medicine/primary care
- have the potential to influence practice
- have the support and interest of the physician members of the network
- be led by an experienced principal investigator or co-investigator
- have adequate funding, as determined by the AAFP NRN
- have the potential for publication in a peer-reviewed journal

The decision to conduct a study in the Network will be made by the Network Director in consultation with the Network Research Director.

Relationship of AAFP NRN Director and External PIs

Policies to enhance the collaboration of the Network Director and Principal Investigators of all National Research Network projects are detailed below. These apply to all projects conducted within the AAFP National Research Network. The Research Director of the NRN will work closely with the Network Director and Principal Investigators in these matters.

Development of Budgets for National Research Network Projects

The PI must work with the National Research Network Director in budget development at the earliest possible point in development of the project proposal. Development of the project budget will be guided by the following policies.

1. Budgets for the AAFP National Research Network projects must be developed with recognition for the need to support a reasonable portion of the AAFP National Research Network's operating costs, the cost of recruiting and maintaining the network, and the need to further develop the AAFP National Research Network's capacity for research.

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2. Budgets for the AAFP National Research Network projects must be developed with clear delineation of those budget lines that will be managed by the PI and those to be managed by the AAFP National Research Network Director.
3. All project budgets must be approved by the AAFP National Research Network Director prior to submission of the proposal for funding and/or approval.

Conduct of the National Research Network Research Projects

Clear lines of authority and responsibility are necessary to facilitate communication among all members of the project team. This is particularly important when the project principals are geographically separated. Day to day operation of a National Research Network project will be guided by the following policies.

1. For each funded project the PI and Network Director will jointly develop a specific implementation plan. Implementation planning will include clear lines of accountability for defined portion of the budget. Each individual with responsibility for a portion of the budget will be accountable to the Network Director for proper management of that budget in accordance with the AAFP National Research Network policies and appropriate federal regulations.
2. Modifications and reallocations within a project budget (even those permitted under expanded authorities) will be documented in writing on a quarterly basis by the PI and summarized in the annual progress report to the funding agency.
3. Quarterly balance sheets will be prepared by the Network Director for each project component, showing budget amount, amount expended to date, and balance remaining. Balance sheets will be provided to the PI on a monthly basis, and to others responsible for managing a portion of the budget on a frequency defined in the implementation plan.

Financial Responsibilities and Authorities of the Network Director

The AAFP National Research Network Director is ultimately responsible for the success of each project and the overall wellbeing of the network. The following policies are intended to provide the AAFP Network Director with adequate oversight of project activities.

1. The AAFP National Research Network Director must approve modification in the study protocol.
2. Modification in the budget that moves funds from one project component (as defined in the implementation plan) to another must be approved by the Network Director.
3. The AAFP National Research Network Director has the authority to establish and enforce administrative procedures that minimize the vulnerability of the AAFP National Research Network in the financial and administrative management of federal research grants.

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4. The PI can appeal a decision of the Network Director in writing to the Director of the Division of Scientific Activities.

Public Dissemination of Research Findings

The AAFP NRN expects all research to result in publishable reports in the academic press. All PIs must adhere to the AAFP National Research Network's **Publication Policy** and **Writing Process for Manuscripts**, both of which contain specific timelines for publication. Please see those documents for details.

The undersigned agree to abide by the terms in this agreement.

AAFP NRN Director

Principal Investigator

Wilson D. Pace, MD

Name (Printed)

Date

Date