

Multisite research collaboration with external lead institution to serve as IRB of record IRB Reliance Agreements

An IRB reliance agreement or IRB Authorization Agreement (IAA) is established to streamline and promote single IRB (sIRB) review. Elisa Gaucher, Judith Martinez (cc'd) and I are your IRB/HRPP team and will assist you with coordinating who will be the IRB of record. The procedures are dependent on those of the lead institution so we need to gather more information to assist you.

Step 1: Submit project in IRBNet (www.irbnet.org)

- Request the IRB protocol, consent form documents and approval letter from the external institution and upload in IRBNet via "Create a New Project".
- If the documents do not provide the specifics about your role or involvement at FAU, please provide a summary via IRBNet when you submit your project.
- If the external institution has provided the IAA (IRB Authorization Agreement) or reliance agreement include in the documents uploaded in IRBNet project.

Note: *If the study is a minimal risk project and deemed Exempt an IAA may not be required.*

Step 2: Share the Project for required e-Signatures

- In IRBNet "Share the Project" with your department head and obtain their electronic e-Signature. All IRB submissions require the e-Signature of the principal investigator (PI) and department head (DH).
- Once the documents are uploaded into IRBNet and e-Signatures are obtained "Submit this project" for review.

Step 3: Fully Executed IRB Authorization Agreement

- All documents will be reviewed, and the reliance / IAA will be processed as appropriate. The institutional official (IO) listed on the FederalWide Assurance (FWA) will sign the agreement. The PI will receive final document approvals at the end of the review.

If you have any questions, please don't hesitate to contact the IRB / HRPP team.

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