**Instructions for Use**: To be completed when a Utica University investigator is submitting a request to rely on an IRB outside of Utica University for oversight of a research study.

Please email [irb@utica.edu](mailto:irb@utica.edu) and include the following:

* This completed form
* A summary or the human subjects research that will be performed
* Approval and any conditions from the IRB who has approved the study
* A copy of the Central IRB agreement the external site would request us to sign (if necessary)

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| **Research Title**:  **Name of the Institution you are requesting to act as IRB of record:**  **IRB Registration number of the IRB you are requesting to rely on (if that IRB has one):**  **Federal Wide Assurance (FWA) # of IRB you are requesting to rely on (if that IRB has one) :**  **Does this institution have AAHRPP accreditation?** |
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| **Utica University Investigator:**  **Name and Degree:**  **Department:**  **Email Address:**  **Signature: Date:** |
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| **Lead Investigator / Contact Person at the Institution that will act as IRB of record:**  **Name and Degree:**  **Department:**  **Email Address:**  **Phone Number:**  **Signature: Date:** |
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| **Is use of a Central IRB a requirement of funding?  Yes  No** |
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| **List Funding Source(s)**  **Federal Government-specify:**    **Other-specify:** |
| **Primary Awardee**   **Utica University**  **Institution being requested to act as IRB of record –please specify institution here**  **Other-specify:** |
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| The Reviewing Institution’s IRB agrees to the following in regard to the above listed research protocol or activities:  I. Provide initial and continuing review in accordance with 45 CFR 46 and its FWA.  II. Arrange for prompt reporting to the Relying Institution’s IRB of any of the following, as defined and determined by  the Reviewing Institution’s IRB:  a. Any unanticipated events or problems involving risks to subjects or others.  b. Any serious or continuing non-compliance.  c. Any suspension or termination of IRB approval.  III. Comply will all applicable Federal, State and Local laws and regulations.  IV. IRB meeting minutes will be made available to the Relying Institution’s IRB upon request.  V. Copy the Relying Institution on all correspondence to regulatory agencies if reporting of an event is required.  The Relying Institution remains responsible for the following:   1. Ensuring research activities at its site are in compliance with the IRB’s determinations and with the terms of its OHRP-approved Assurance. 2. Adhering to its institutional conflict of interest policies and procedures and providing the Reviewing Institution with any applicable COI management plan related to the study. 3. Ensuring principal investigators and other research personnel involved in the research are appropriately qualified and meet its institutional standards for eligibility to conduct research, including, but is not limited to, having the required professional staff appointments, credentialing, insurance coverage, and background checks for their assigned role in the research and training in the protection of human subjects. 4. Maintaining, implementing or have access to a human subjects research post approval monitoring (PAM) process, function, program or service not directly involved with the research that can conduct and report the results of for-cause and not-for-cause audits of the research study listed above to ensure compliance with human subject’s protections regulations and other relevant requirements. The PAM process, function, program or service must monitor the conduct of research under this Agreement and ensure any relevant findings are reported to the Reviewing Institution.   This document must be kept on file at both institutions and provided to OHRP upon request. This agreement will become effective upon the date of the last signature by the institutional officials below and will remain in effect until such time that either institution provides 30 days written notice of termination to the other institution |
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| **Utica University IRB Use Only** | |
| **Utica University IRB Risk Assessment** | **Minimal risk**  **Greater than minimal risk** |
| **Utica University IRB will cede IRB review to external institution** | **Yes**  **No** |
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