May 24, 2018

IRB Announcement – Change in Procedure for Submitting IAAs

All--

As the IRB continues to move toward full electronic submission, it's time to move all reliance-based transactions to the Portal. This will allow for consolidation, increased efficiency and transparency in processing them. Up until now we have been handling these transactions in 2 ways:

- For studies submitted to those commercial IRBs (cIRBs) with which we have master agreements—WIRB, Quorum, Advarra—we require Portal submission of OHR-1 and PRC approval for oncology studies. (We require not additional forms because we do not maintain a study file for these studies, as we rely on the e-files of the cIRB.)

- For studies that rely on any other cIRB or academic/nonacademic IRB, we request OHR-1, IRB approval letter from designated IRB, protocol, stamped consent form and reliance agreement (IAA). (For these studies, we do maintain a complete study record.) Until now, these transactions have been handled person-to-person via email.

Effective immediately, all IAAs under the 2nd bullet should be submitted via the Portal. When creating Portal submission, go to Create an IRB Application and choose the "Reliance Agreement (IAA)" option in the drop-down menu.

Thank you,

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