



## Start-up Package for Relying Institutions

*These resources will help you understand your roles and responsibilities as a Relying Institution.*

| WHEN TO USE? IF YOU ARE...                       | WHAT?   | WHY?   |
|--|---|--|
| IDENTIFYING RELYING INSTITUTION RESPONSIBILITIES | <a href="#">The SMART IRB Agreement</a>   | Delineates the responsibilities of Reviewing IRBs and Relying Institutions for studies under the SMART IRB Agreement.                                      |
|  | <a href="#">Institution v. IRB Responsibilities</a>   | A guide to the regulatory purview of a Reviewing IRB and the role and responsibilities of Relying Institutions.  |
|  | <a href="#">Responsibilities Associated with the Review of Study Personnel</a>                  | Recommendations ensure study personnel are appropriately trained and qualified to conduct the research under review.                                       |
|  | <a href="#">Reportable Events: Recommendations for Investigator-initiated Multisite Studies</a> | Provides guidance for reviewing noncompliance and unanticipated problems and ensuring prompt reporting.  |
| TRAINING STUDY TEAMS                             | <a href="#">Relying Institution PI Checklist</a>  | Helps research teams understand their responsibilities when a study has been ceded to an external institution.   |
|  | <a href="#">FAQs for Research Teams - Relying on an External IRB</a>                            | Helpful hints for study teams; use the PDF as is, or customize the FAQs with the <a href="#">Word template</a> .   |
|  | <a href="#">Learning Center for Investigators and Study Teams</a>                               | Direct investigators and study teams to this page for brief videos and key resources to help them understand and implement studies with single IRB review. |
|  | <a href="#">Customizable Training Presentations</a>   | Download and customize presentations to use in local training sessions.  |

## LEARN MORE WITH THESE VIDEOS

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|---|--|
| <a href="#">Responsibilities of Relying Institutions</a>                       | This webinar helps institutions prepare to serve as a Relying Institution under the SMART IRB Agreement.   |
| <a href="#">Implementing the SMART IRB Agreement</a>                           | This webinar provides an overview of how to implement the SMART IRB Agreement.   |
| <a href="#">Getting Started with SMART IRB and the Online Reliance System</a>  | This webinar introduces SMART IRB and the <a href="#">Online Reliance System</a>  , a free resource that allows institutions to track and document reliance arrangements on a study-by-study basis. |
| <a href="#">SMART IRB Online Reliance System Walkthrough</a>                   | Walks through how an investigator submits a reliance request, and subsequently, how a proposed reviewing IRB is identified, institutions record decisions, and reliance determinations are issued.   |