

**Institutional Review Board (IRB) Resource Guide**

**Common Rule and Reliance Agreement:**

\*\* This is a reliance agreement between 2 different institutions where both institutions have IRB.

\*\* In a reliance agreement one institution will have oversight (institution A) and the other institution will rely on their oversight (institution B)

**Steps to Ensure a Reliance Agreement**

1. If you are collaborating with another institution that has an IRB you will need to ask if they are willing to enter into a reliance agreement with UAH IRB. For example, if you are collecting data at UAH and at a different institution that has an IRB or someone on the research team works in the other institution that has an IRB you will need to reach out to their IRB office first.
2. When you reach out to the other institution’s IRB ask them if they are willing to enter into a reliance agreement with UAH IRB.
3. If the other institution agrees to enter into a reliance agreement and agrees to UAH having oversight you will need to get UAH IRB approval first, once you have received your IRB approval letter email the IRB asking the UAH IRB to sign as institution A and state the institution that will be institution B
   1. The UAH signatory will sign the IRB Authorization Agreement form and send back to you *(this form can be found on the UAH IRB website under forms)*
   2. Once you receive the signed IRB Authorization Agreement form from UAH IRB you will send that form to the other institution so they can sign as institution B. Once you have the completed form returned from the other institution, return this form to UAH IRB for our records.
4. If the other institution requests oversight as institution A you will submit the following to UAH.
   1. The approval letter you received from the other institution, any documents that were needed for that approval, and the signed IRB Authorization Agreement form showing their signature for institution A
   2. UAH will then sign as institution B and provide an approval letter to you stating UAH IRB will rely on the other institution for IRB oversight
5. **Please note some institutions may not agree to enter into a reliance agreement, if they will not then you will need to submit an IRB application to both institutions.**