

Reliance/sIRB Request & Review Workflow-New IRB Reliance Requests

Investigators proposing IRB review that involves reliance, whereby Columbia will provide IRB review for other institutions ("Reviewing IRB") or will rely on the IRB at another institution ("Relying Institution"), must notify the HRPO in advance of submitting the protocol in Rascal, unless the reliance pathway was previously determined, and reliance agreement previously executed.

A Single IRB ("sIRB") is one that reviews for all institutions engaged in the research.

Request Process:

Investigator completes a [Reliance Request form](#) via Qualtrics prior to implementing any sIRB related activities for CU research*.

A link to this form is also available on the HRPO/IRB [website](#) and in reliance guidance documents.

The link will also be added to the Attributes section in the Rascal IRB application form.

Requests submitted in Qualtrics are automatically added to a tracker within Qualtrics.

Qualtrics notifies the HRPO Liaison via email when a request is submitted. The email includes a pdf copy of the request.

Review of Reliance Request form:

HRPO Liaison reviews the request and consults with the AVP re reliance and proposed sIRB. TAT: ≤5 business days

HRPO Liaison adds review determination and any relevant notes to Qualtrics tracking which can be exported into a .csv file

APPROVE

DENY

Investigator notified of determination via email.

The proposed reliance materials are reviewed (e.g., SMART IRB or other reliance agreement) and routed accordingly**:
HRPO Liaison → OGC if legal review required → IO

TAT: ≤10 business days. Legal or IO review may extend TAT.

Submission in Rascal:

HRPO staff will provide investigators with applicable reliance guidance documents and instructions for submission of the protocol in Rascal. [add link(s)]

* No such reliance may begin until the appropriate IRB Reliance Agreements are fully executed.

** Reliance documentation will be maintained in the HRPO P:/IRB Reliance folder

Legend:

- AVP – Associate VP for Human Research Protection
- HRPO – Human Research Protection Office
- IRB – Institutional Review Board
- TAT – Turnaround Time