Legend

- 1. BCH IRB site: https://www.childrenshospital.org/research/irb/reliance-agreements > SINGLE IRB REQUEST FORM
- 2. BCH Reliance Team: sIRB@childrens.harvard.edu
- 3. BCH recommends non-BCH collaborators speak with their IRB to see if reliance is feasible and inform them the arrangement is forthcoming. Unless the study is federally-funded or the sponsor mandates use of a single IRB, it is an individual institution's decision whether to rely on BCH IRB.
- 4. When completing protocol for submission, ensure Multi Site SmartForm page explicitly reflects all required relying site details (NOTE the *New Research Activity Limited to Secondary* Use of Biological Material and Data protocol submission type does NOT include the Multi Site SmartForm page).
- 5. The Reliance Packet created by the BCH Reliance Team may include a local context 'Application', reliance agreement, templates of ICFs and recruitment materials, etc.
- 6. Required documentation includes: signed reliance document, completed/signed 'Application', templates of consent/assent form(s) and recruitment materials, etc., with tracked site-specific edits.
- 7. "Add Reliance on BCH" activity/request found within main CHeRP protocol where you create an amendment, CR, etc. One "Add Reliance on BCH" should be submitted per relying site.
- 8. Reliance agreement and approved site-specific forms move to main protocol workspace, found under the "Documents" tab.
- 9. NOTE this is the BCH PI/Research Team's responsibility <u>SINGLE IRB PI RESPONSIBILITIES AND GUIDANCE</u> Provide the relying PI/team the Reliance acceptance letter, reliance agreement, and final site-specific materials as applicable