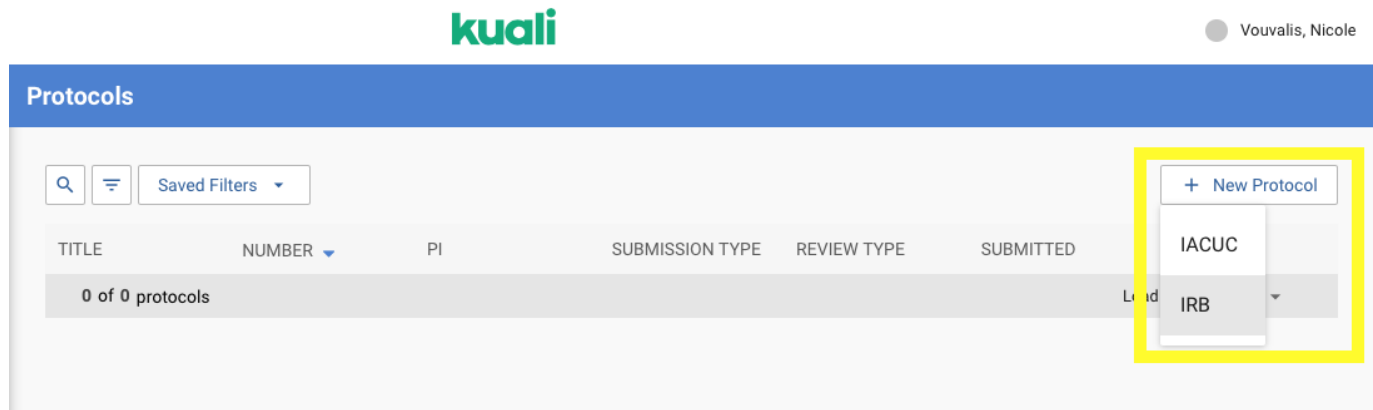


Instructions for Requesting that the USU IRB Rely on Another Institution's IRB

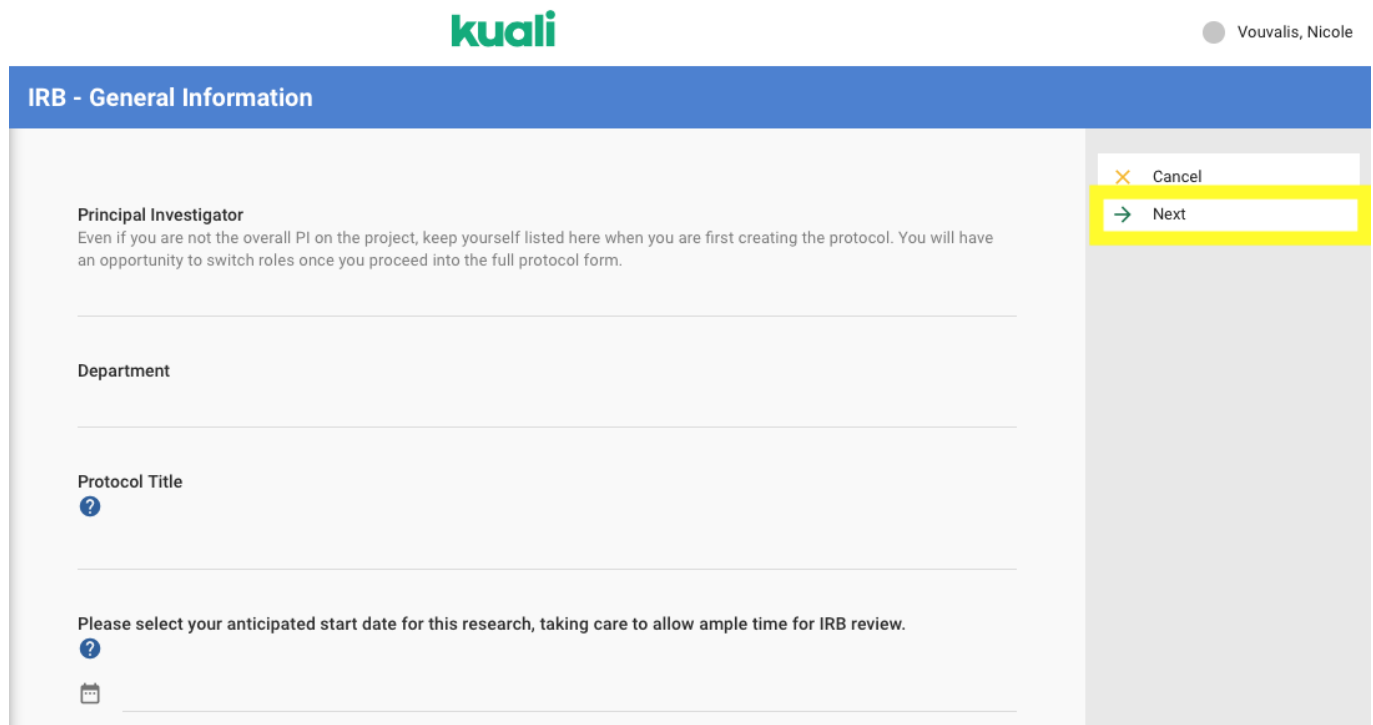
Kuali Protocols includes a function for requesting Reliance Agreements (sometimes called Institutional Authorization Agreements, or IAAs). When USU is not the IRB of record, please take the following steps:

1. Ensure that the Reviewing IRB will enter into a Reliance Agreement. Many IRBs will not enter into these kinds of agreements for Exempt projects.
2. If so, [check to see](#) if the Reviewing institution uses SMART IRB. If they do, the request should be made through SMART IRB. Instructions for getting started with SMART IRB can be located [here](#).
3. If the Reviewing IRB does not use SMART IRB, request a Reliance Agreement through Kuali.

Log into <http://usu.kuali.co>, and select Protocols. Using the "+ New Protocol" button, begin a new IRB application.



Complete the information requested on the IRB – General Information page, and select Next.



Once you hit "Next," you will be assigned a protocol number and your title will appear in the blue bar.

To request a Reliance Agreement to rely on another institution's review, make the corresponding selection on the Manage Protocols page.

← Back Manage Protocols → IRB: #11087 Instructions on How to Request a Reliance Agreement

→ Next

Please indicate what type of review or action you are requesting.
When you make a selection, more information about the type of review will display, and you may change your selection.

- Non-Human Subjects Research Determination
- Exempt Review
- Expedited or Convened IRB Review
- Reliance on Another IRB's Review
- Reliance Agreement for an Active Protis protocol
- I am uncertain, and would like the IRB to categorize my submission appropriately

After hitting Next, you will be taken to a page that requests the information we need in order to begin the Reliance Agreement process. Complete and submit that brief form, and the IRB will work with the other institution to finalize the Reliance Agreement. If there is additional information required by the USU IRB, your request will be sent to you for revisions.

You will receive a notification from Kuali once your "protocol" (i.e. your Reliance Agreement request) has been finalized. Your fully executed Reliance Agreement will be available in the Admin Attachments section of your protocol, for your records.