1. PURPOSE
   1. The purpose of this process is to validate that a particular study meets the criteria either for this institution to serve as the IRB of record or for this institution to rely on an external IRB.
   2. This process begins when IRB staff identify a submission with a participating site.
   3. This process ends when the study has been validated as meeting the criteria or not.
2. REVISIONS FROM PREVIOUS VERSION
   1. None.
3. POLICY
   1. None.
4. RESPONSIBILITIES
   1. The Reliance Administrator generally carries out these procedures.
5. PROCEDURE
   1. IRB staff notify Reliance Administrator after completion of Pre-Review procedures of applicable study submissions. See HRP-804 SOP Site Pre-Review.
   2. If the item is a request for this IRB to review for another participating site, do the following:
      1. Check One Drive Institutional Profiles Folder to determine whether an existing Authorization Agreement covers the study activities.
      2. Determine whether to execute an Authorization Agreement.
         1. If so, follow HRP-801 SOP Establishing Authorization Agreements.
         2. Obtain signatures to consummate the Authorization Agreement.
         3. Provide an executed Authorization Agreement to the site.
         4. When, applicable, inform the requestor that this IRB will not serve as the IRB or record for that site.
   3. If the item is a request for this institution to rely on another IRB for review, do the following:
      1. Check One Drive Institutional Profiles Folder to determine whether an existing Authorization Agreement covers the study activities.
      2. Determine whether to execute an Authorization Agreement.
         1. If so, follow HRP-801 SOP Establishing Authorization Agreements.
         2. Obtain signatures to consummate the Authorization Agreement.
         3. Ensure that the IRB Office has received an executed Authorization Agreement. When applicable, inform the requestor that this IRB will not rely on the other IRB.
6. MATERIALS
   1. HRP-801 - SOP - Establishing Authorization Agreements
   2. OneDrive Institutional Profiles Folder
7. REFERENCES
   1. None.