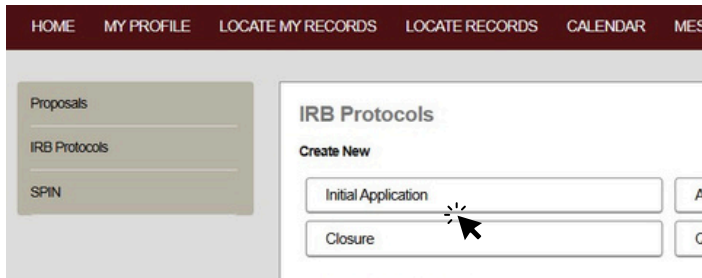


Authorization/Reliance Agreements (IAAs)

Research with Multiple Institutions

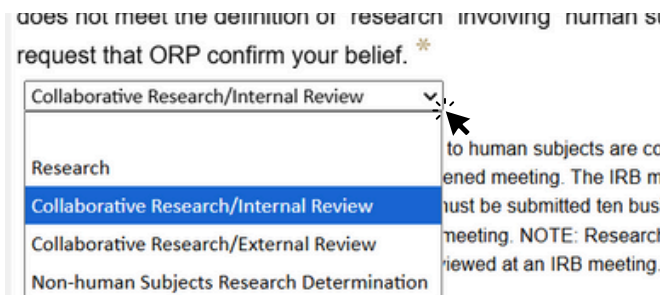
Guide on how to submit an IRB application for an Authorization/Reliance Agreement

1. Create an Initial IRB Application

A screenshot of a web application interface. At the top is a dark red navigation bar with links: HOME, MY PROFILE, LOCATE MY RECORDS, LOCATE RECORDS, CALENDAR, and MES. Below this is a sidebar with a light gray background containing three buttons: Proposals, IRB Protocols, and SPIN. The main content area has a header 'IRB Protocols' and a sub-header 'Create New'. Below this are two buttons: 'Initial Application' and 'Closure'. A mouse cursor is pointing at the 'Initial Application' button.

- Click “IRB Protocols” then “Initial Application”

2. Select Internal/External Review

A screenshot of a dropdown menu. The menu is open, showing several options. The first option is 'Collaborative Research/Internal Review', which is highlighted in blue. Other options include 'Research', 'Collaborative Research/External Review', and 'Non-human Subjects Research Determination'. A mouse cursor is pointing at the dropdown arrow.

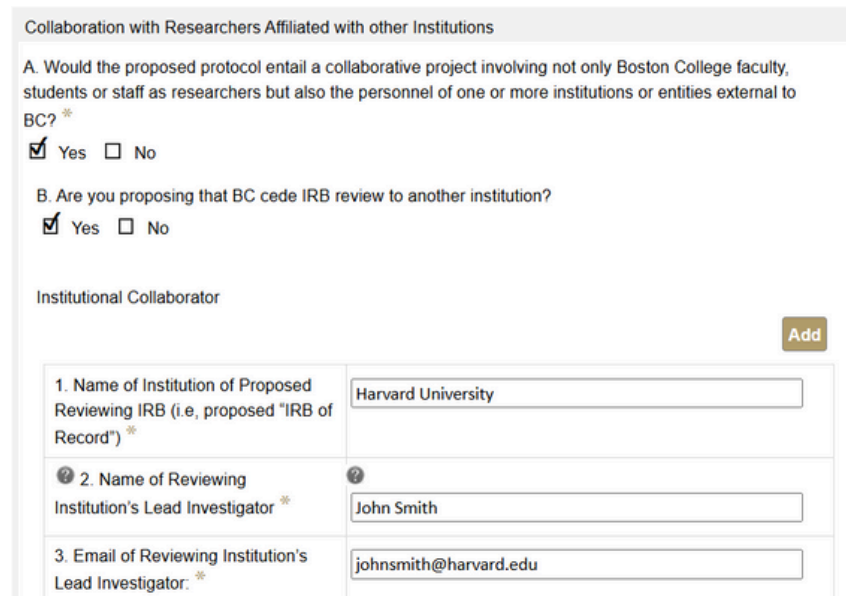
- Under “Application Type” select Collaborative Research/Internal or External Review
- If BC will be the IRB of Record select **Internal**, if another institution’s IRB will be IRB of Record, select **External**

3. Complete Application

- Complete the full application (see **Quick Tip** below)
- Complete the “Collaborating Institutions” section as fully as possible
- You will be asked to summarize the functions that BC researchers would perform in various aspects of the study

Quick Tip

- For **INTERNAL REVIEW** you must complete a full application
- For **EXTERNAL REVIEW** you can add minimal information to the application since the other IRB will conduct the full review

A screenshot of a web form titled 'Collaboration with Researchers Affiliated with other Institutions'. It contains two sections, A and B. Section A asks 'Would the proposed protocol entail a collaborative project involving not only Boston College faculty, students or staff as researchers but also the personnel of one or more institutions or entities external to BC?' with a 'Yes' checkbox selected. Section B asks 'Are you proposing that BC cede IRB review to another institution?' with a 'Yes' checkbox selected. Below these is a table for 'Institutional Collaborator' with an 'Add' button. The table has three rows: 1. Name of Institution of Proposed Reviewing IRB (i.e., proposed "IRB of Record") with 'Harvard University' entered; 2. Name of Reviewing Institution's Lead Investigator with 'John Smith' entered; 3. Email of Reviewing Institution's Lead Investigator with 'johnsmith@harvard.edu' entered.

(this is an example - depending on how questions are answered the form will change)

4. Check SMART IRB

- Check to see if the other institution participates in SMART IRB
- If they do, speak with your collaborator(s) to determine which of you will submit the SMART IRB application

Questions? Email irb@bc.edu

For more information about Authorization Agreements, visit our [website](#)