UNIVERSITY of VIRGINIA IRB-HSR

Institutional Review Board for Health Sciences Research

UVA IRB-HSR TIP SHEET for RELYING SITES

For external sites relying on the University of Virginia IRB for Health Sciences Research (IRB-HSR) as the Single IRB of record.

1. **UVA IRB-HSR General Contact:** IRB Office Staff Contact Information

2. Reviewing and Relying Site Responsibilities

3. **University of Virginia Human Research Protection Program Policies:**
   Refer to HRRP Standard Operating Procedures on our the UVA IRB-HSR website.

4. **Education Requirements**
   Relying site study team members must complete their institution's education requirements ***OR*** UVA's mandatory CITI education requirements. In addition, ensure any other required education has been completed, for example blood-borne pathogen training as required by the protocol.

5. **Communication**
   The UVA PI/study team will communicate UVA IRB determinations, including those for initial review, continuing/annual review, modifications, and reportable events directly to the relying site.

6. **Relying Site study teams will work with the UVA study team to submit the following:**
   (see website for additional information)
   1. All local changes of protocol.
   2. Information for any applicable continuing reviews for your site.
   3. Reportable events (e.g., noncompliance, unanticipated problems) that occur at your site and meet the Reviewing IRB's requirements for reporting.
   4. Significant subject complaints that you receive (e.g., those that could affect the conduct of the ceded research)
   5. Subject injuries that you are informed of related to the research.
   6. New or updated management plans for any potential financial conflicts of interests relevant to the ceded research.
   7. Closure report for your site.

7. **Continuing Review**
   Relying sites will provide the local UVA study team with information regarding enrollment at the time of the continuation. The UVA study team will submit one protocol status report that will detail the relying site(s) study information.

8. **Recruitment**
   The UVA study team will submit recruitment material on behalf of all or some of the relying participating sites as requested. Materials must include the local investigator-specific contact information of the relying site. The UVA IRB may directly contact the relying site study team to discuss site-specific brand issues if necessary. The UVA IRB will review and approve the recruitment material, and the UVA study team will disseminate the approved recruitment material.

9. Personnel Changes

All personnel changes at the relying site will be processed by the Relying site. Should there be a change in the PI at the relying site, this must be processed as a modification by the UVA IRB. Relying site study teams should work with the local UVA study team to make this update to the consent forms (if applicable) and will be submitted to the UVA IRB by the UVA study team.