New Online Application – SMART IRB Agreement (UCI is the Relying Site - LOA)

\*Create new application [online](https://apps.research.uci.edu/irbapp/index.cfm?CFID=f9dbc967-37f4-4bbc-99b2-8b2575653aa7&CFTOKEN=0&action=log_in) by logging in using your UCInetID. *Note*: **Fill out all sections of the application** – below are key sections specifically related to the Reliance registration process.

1. Section 1. Enter Title of Study as it appears on the IRB Approval Letter from the IRB of Record.
2. Section 2. Enter Level of Review as determined by Reviewing IRB
3. Section 6. IRB of Record – Select the following:
	1. Sub-section A. Yes, UCI will Rely on Another non-UCI IRB



* 1. Sub-section B. Identify the sIRB collaboration – Select “Single Study IRB Agreements” and indicate the Reviewing IRB. Confirm SMART IRB is being used by selecting ‘Yes.’



1. Section 16. Upload Files –
	1. Upload a copy of all **Reviewing IRB’s** study documents, if applicable:
		1. IRB Approval Letter, with active approval dates
		2. Protocol Narrative
		3. Consent / Assent form(s)
		4. Recruitment materials
		5. Questionnaires/surveys/measures, etc
		6. Data Abstraction Sheet
		7. SMART IRB [Letter of Acknowledgement](https://research.uci.edu/forms/docs/irb-forms/template-letter-of-acknowledgement.docx)
	2. UCI Specific Documents
		1. Upload [Appendix R](http://www.research.uci.edu/forms/docs/irb-appendices/appendixR.doc) (sIRB / Reliance) – *Note*: Section B. Study Team Members (Please list only UCI affiliated study team members)
		2. Upload [Appendix T](https://research.uci.edu/forms/docs/irb-appendices/appendixT.doc) (Waiver of HIPAA Authorization), if accessing medical records
		3. [HIPAA Research Authorization Form](https://research.uci.edu/forms/docs/irb-forms/uci-hipaa-authorization.DOCX), if applicable