SMART IRB

Initiating a request in the Online Reliance System

Initiating a reliance request

An investigator, or their designee, can submit a request for IRB reliance. At this time, institutions cannot submit requests on behalf of the investigator.

1. **Log in** to the Online Reliance System and click "New Request".
2. **Provide information about your study:**
   - ☐ Basic information about the research (title of study, a brief description)
   - ☐ Name of the Principal Investigator
   - ☐ Select the institution that you would like to serve as the Reviewing IRB
   - ☐ Funding sources (optional)
   - ☐ List the sites that will be engaged in human subjects research for the study
   - ☐ For each site:
     - ▪ The site investigator's name and contact information
     - ▪ Research personnel names and contact information (optional)
     - ▪ Research participants and activities
   - ☐ Upload supporting documents (PDFs only):
     - ▪ Research protocol
     - ▪ Consent templates (optional)
     - ▪ Other documentation (optional)
3. **Review the request for accuracy.**
4. **Submit the request.** You can log back in to the Online Reliance System to track the progress of your request. You will be notified by email once a reliance decision has been reached.

Questions? We're here to help.
Contact us at help@smartirb.org.