

## Single IRB Submission Guidance

To assist in your preparation of submitting an eIRB application, when Rutgers serves as the IRB of Record, the guidance below must be followed when submitting the application:

- Please login to eIRB and create a new study
- In **eIRB application section 1.0 Submission Type**, select “Single IRB (sIRB)”
- In **eIRB application section 5.1 Non-Rutgers Study Sites**, question 1.0, select “Yes” for Rutgers to serve as the IRB of Record
- In **eIRB application section 5.1 Non-Rutgers Study Sites**, question 2.0, upload a Reliance/Authorization Agreement, Local Site Information (HRP 1812a or 1812b), Communications & Responsibilities (HRP 830) and Basic Site Information (HRP 811) for each study site listed
- In **eIRB application section 7.0 Research Protocol/Summary**, upload all study documents (i.e., research protocol, screening tools, questionnaires, etc...)
- In **eIRB application section 13.17 Consent Forms & Process of Consent**, if applicable, please upload the consent form used in this study.
- All ancillary reviews (i.e., Biosafety, conflict of interest, radiation safety, etc...) must be completed by all sites as per each institution’s policy and uploaded in the corresponding sections
- In **eIRB application section 15.0 Additional Supporting Information**, upload any other pertinent materials (i.e., grant/Notice of Award, etc...)

When all items have been uploaded, please submit the request to eIRB.

The documents below must be completed as indicated and uploaded within the application for each non-Rutgers (relying) site:

- HRP 1812a or HRP 1812b – This form is completed by the relying site
- HRP 830 – This form is completed by the Rutgers PI
- HRP 811 – This form is completed by the relying site

The Authorization Agreement will be provided directly via the eIRB study workspace once the eIRB application is submitted for review.

For your review, attached are the applicable fees when Rutgers serves as the IRB of Record for each relying site.

If SMART IRB is being utilized to consummate the reliance agreement, please indicate such so that the Reliance Team can coordinate appropriately.