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 Single Study Authorization Agreement/Reliance Agreement (HRP 890 Form) and the Relying Site Local Considerations form 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...) and reference each relying site within section 3.0 of the Research Protocol Document
- 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 Rutgers University Authorization Agreement and Relying Site Local Considerations form can be found in the External IRBs tab in the provided link: Human Research Protection Program Toolkit | Rutgers Research

When Rutgers University serves as the IRB of Record for an external site engaged in human subject research, there is a Single IRB Fee that is applicable for **funded** studies only. The Single IRB Fees can be found in the Single IRBs tab in the provided link: IRB Fees | Rutgers Research

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