Single IRB Submission Guidance

To assist in your preparation of submitting an eIRB+ application, when Rutgers University serves as the IRB of Record, the guidance provided must be followed when creating the application.

For Visual eIRB+ Application Guidance, please utilize the eIRB+ Quick Guides | Rutgers Research based on your application type (e.g., Expedited/Exempt [Minimal Risk (MR] or Full Board [Greater than Minimal Risk]).

- In **eIRB+ application section 1.1 Submission Type** question 1.0*:*
    - Select the appropriate application type, either "Research Protocol Study (Greater than minimal risk) – Full Board" or "Research Protocol Study (minimal risk) – Expedited/Exempt"
    - For the question "Is this a Single IRB (sIRB) human subjects study involving multi-center (external sites) research with Rutgers as the reviewing IRB?", select "Yes."
- In **eIRB+ application section 4.1 Non-Rutgers Project Sites**, question 1.0:
    - List each site for which Rutgers University will serve as the IRB of Record.
    - Within the pop-up window for each site, for the question, "Are you requesting that Rutgers serve as the IRB of Record for this site?", select Yes.
    - Provide each site's Federalwide Assurance (FWA) number, if applicable.
- In **eIRB+ application section 10.0, Attachments,** question 1.0**:**
    - Upload all consent forms specific to the study in the **Consent Documents** section, if applicable.
    - Upload all study documents (i.e., screening tools, questionnaires, flyers, etc.) specific to the study in the **Recruitment Materials/Data Collection Tools** section.
    - Upload a partially signed Single Study Authorization Agreement (HRP-890 Form) and a completed Relying Site Local Considerations form for each non-Rutgers study site in the **Other Supporting Documents** section.
    - Upload any other pertinent study materials (i.e., grant/Notice of Award, etc.) to the **Other Supporting Documents** section.
    - Q 2.0: If SMART IRB is being utilized to establish the reliance agreement, please provide the SMART IRB ID number in the text box.
- All ancillary reviews (i.e., Institutional Biosafety, Scientific Review Board, radiation safety, etc.) must be completed by all sites as per each institution's policy and uploaded in the corresponding sections.

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

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

The Single Study 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

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Reliance Agreement Options

- **SMART IRB Agreement:** Rutgers University **primarily** utilizes the SMART IRB agreement (v1, v2) for multisite collaborative studies involving institutions within the SMART IRB network.
- **Rutgers University Reliance Agreement:** If an external site is not a Participating Institution of the SMART IRB network, the Rutgers Reliance Agreement may be utilized for collaborations specifically involving Rutgers University and non-Rutgers institution(s).