1. PURPOSE
	1. The purpose of this process is to manage, including changes to Institutional Profiles.
	2. This process begins when this institution receives updated information from another institution/organization that impacts the content of the Institutional Profile.
	3. This process ends when updated information has been communicated to appropriate parties.
2. REVISIONS FROM PREVIOUS VERSION
	1. None.
3. POLICY
	1. Any substantive changes to an Institutional Profile must be the result of an amended Authorization Agreement approved by the IRB as a Modification. Any non-substantive changes, e.g., contact information updates do not require an amended Authorization Agreement.
4. RESPONSIBILITIES
	1. The Reliance Administrator generally carries out these procedures.
5. PROCEDURE
	1. Update the saved “FORM: Institutional Profile (HRP-1812A/B)” for the institution/organization with the amended Authorization Agreement.
	2. Update Institutional Profiles Folder in One Drive with the information you included in “FORM: Institutional Profile (HRP-1812A/B).”
	3. File the updated Institutional Profile with the amended Authorization Agreement.
	4. Determine whether the updates impact any existing studies. If so, develop a plan for how to address the impact.
	5. Communicate these updates and any plans to address impacts to appropriate parties as needed.
6. MATERIALS
	1. FORM: Institutional Profile (HRP-1812A/B)
	2. One Drive Institutional Profiles Folder
7. REFERENCES
	1. None.