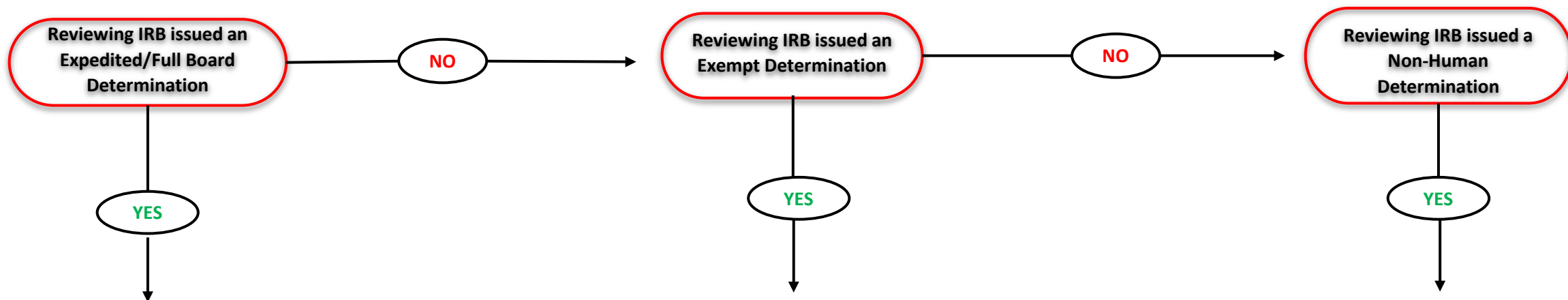


Administrative Review Flow Chart

This flowchart is designed to help Rutgers University Principal Investigator(s) select the appropriate eIRB submission type when Rutgers University has ceded review of their research study to an external IRB acting as the Reviewing IRB*.

Have questions? Please email irbrelianceteam@research.rutgers.edu



“Administrative Review” submission type required. The eIRB application must include the following:

- Reviewing IRB approval must be uploaded in section 1.5 Administrative Review.
- The Reviewing IRB approved documents (i.e., Consent Forms, Recruitment materials, etc...) must be utilized and uploaded in the appropriate sections of the eIRB application.
- The establishment of an Institutional Reliance Agreement (IAA) is required between the two institutions. The IAA can be established either via SMART IRB or the Reviewing IRB reliance agreement template.
- An RU Local Context Supplement should be uploaded in section 7.0 of the eIRB application.

“Research Protocol/Study” submission type required. The eIRB application must include the following:

- section 1.4 Review Type must reflect “Exempt”
- The external site must be listed in section 5.1 of the eIRB application along with the external IRB approval uploaded as a supporting document.
- An RU Local Context Supplement, in lieu of a research protocol document, should be uploaded in section 7.0 of the eIRB application.

“Non-Human Determination” submission type required. The eIRB application must include the following:

- IRB of Record Non-Human determination
- RU Local Context Supplement, in lieu of a research protocol document, must be uploaded in section 15.0 of the eIRB application.

