Administrative Review Guidance Process

First, please confirm with the lead site that they are willing to serve as the IRB of Record for Rutgers University. If the lead site agrees to be the IRB of Record, an Administrative Review submission should be created in eIRB. To assist in your preparation of submitting an eIRB+ application, when Rutgers University will serve as a relying site, the guidance provided must be followed when creating the application.

For Visual eIRB+ Application Guidance, please utilize the Administrative Review [eIRB+ Quick Guides | Rutgers Research](#)

- In **eIRB+ application section 1.1 Submission Type**, select "Administrative Review – (Rutgers U is not the IRB of Record)
- In **eIRB+ application section 1.2 Administrative Review**, question 1.0:
  - Select the appropriate IRB of Record.
  - If you are utilizing SMART IRB to establish the reliance agreement, please select "Yes" and provide the SMART IRB ID number.

    SMART IRB guidance link: https://smartirb.org/assets/files/Reliance-Checklist.pdf

- In **eIRB+ application section 6.0**, question 1.0, please select "Yes." This is required for all Administrative Review submissions.
- In **eIRB+ application section 6.01 Local Context Summary,** answer all mandatory questions.
- In **eIRB+ application section 10.0, Attachments** question 1.0**:**
  - Upload the IRB of Record approved consent forms specific to the study in the **Consent Documents** section, if applicable.
  - Upload the IRB of Record approved protocol document in the **Research Protocol Documents** section.
  - Upload all other study documents approved by the IRB of Record to the **Recruitment Materials/Data Collection Tools** section. Examples of documents include study instruments, data collection tools , recruitment materials, etc.
  - Upload the Initial and/or Continuing Review IRB approval letter from the IRB of Record to the **IRB Approval and/or Institutional Authorization Agreement** section.
  - Upload the Institutional Authorization Agreement from the lead site (IRB of Record) to the **IRB Approval and/or Institutional Authorization Agreement** section.
  - Upload any other pertinent study materials (i.e., grant/Notice of Award, etc.) to the **Other Supporting Documents** section.

If Rutgers University data will be shared to an external institution, please contact Rutgers Research Contract Services at ru-researchcontracts@research.rutgers.edu. Research Contract Services are the agreement matter experts; they will be able to clarify and assist with any potential formalized agreements that may be required.

When all items have been uploaded, please submit the application for further IRB review.