

ENGAGEMENT DETERMINATION CHECKLIST

Instructions: Check all that apply for each institution. If an institution has even ONE category checked, the institution is engaged. If an institution has NO categories checked, the institution is NOT engaged. If BOTH institutions are engaged, you may reach out to Emory IRB about a reliance agreement*.

	EMORY (OR NON-FWA-HOLDING EMORY AFFILIATE)	OTHER INSTITUTION
Direct awardee of a federal grant, award, or contract involving human subjects research (HSR) (even if no HSR activities being carried out by institution)		
Obtaining informed consent (do NOT check if ONLY informing prospective subjects about the study but not obtaining consent)		
Performing invasive or non-invasive procedures with ANY subjects		
Intervening, for research purposes, with ANY subjects by manipulating the environment		
Interacting, for research purposes, with any subject to collect data about them under the protocol (e.g. conducting research interviews, administering questionnaires)		
Obtaining, using, studying, or analyzing private identifiable** information from ANY source (whether from another institution or already in possession of the investigators)		
Observing or recording private behavior of ANY subject	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Institutions are NOT engaged when their only role is:

- Performing services for non-research purposes or performing routine medical services at an institution that typically provides said services
- Providing recruitment information or investigator contact information to prospective subjects
- Obtaining de-identified PHI/biological specimens
- Obtaining coded PHI/biological specimens if they aren't able to readily ascertain the identity of the subject to whom the coded PHI pertains

*Visit <http://www.irb.emory.edu/forms/external-irbs/index.html>.

**See the definition of in [45 CFR 46.102\(f\)](#)