SINGLE IRB INTAKE FORM

When Applying for NIH Funding for a Multi-Site Study

NOTE: THIS FORM IS REQUIRED IN ORDER FOR THE EMORY IRB TO COLLECT INFORMATION REQUIRED TO DETERMINE IF ITS APPROPRIATE FOR EMORY IRB TO ACT AS THE SINGLE IRB FOR A STUDY. PLEASE COMPLETE THE FORM BELOW AND SEND THE COMPLETED FORM AND YOUR SINGLE IRB PLAN DRAFT VIA EMAIL TO THE IRB RELIANCE LISTSERV (IRB-RELIANCE@LISTSERV.CC.EMORY.EDU). AWAIT A RESPONSE FROM THE EMORY IRB BEFORE SUBMITTING YOUR NIH MULTI-SITE GRANT APPLICATION. EMORY IRB IS NOT ABLE TO SERVE AS THE SINGLE IRB EXCEPT UNDER VERY LIMITED CIRCUMSTANCES. DO NOT SUBMIT AN NIH MULTI-SITE GRANT APPLICATION COMMITTING EMORY TO BEING THE SINGLE IRB WITHOUT RECEIVING PRIOR CONFIRMATION OF EMORY'S ABILITY TO SERVE.

For additional information, please refer to the Collaborative Research page of the IRB website.

1. Study Title (and Short Title in Parentheses):

2. Study Team Contact Information

PI Name:

PI Email:

PI Phone Number:

3. ORA Contact Information

Your RAS Administrator Name:

RAS Administrator Email:

RAS Administrator Phone Number:

Your OSP Contact Name:

OSP Contact Email:

OSP Contact Phone Number:

5. List the non-Emory sites:

How many of those sites are enrolling?

6. Which institution will be the prime awardee?

7. Which institution will house the Lead Study Team?

8. Which institution will serve as the coordinating center?

9. Are any of the following Emory-affiliated sites engaged?

☐ Grady ☐ VA ☐ CHOA ☐ None of these
☐ Saint Joseph's ☐ Johns Creek ☐ Winship ☐ Other

If Other Institution - list here:

10. Will the study be FDA-regulated? ☐ Yes ☐ No

11. Will the study be a clinical trial? ☐ Yes ☐ No

12. Will an investigator (at Emory or another institution) hold an IND or an IDE? ☐ Yes ☐ No

13. Have you confirmed with your NIH Program Officer that the sites are conducting the "same protocol" according to the Single IRB Mandate?

☐ Yes ☐ No

14. Provide a study summary (a few sentences that include how many enrolled, what type of population, what type of study interventions whether sociobehavioral or biomedical):

15. Grant Submission Date: