Study Team Checklist for Relying on an External IRB

✓ Reliance Request Form is submitted and approved

✓ Other IRB provides confirmation of their willingness to be the Reviewing IRB to Emory IRB

✓ Other IRB provides Emory study team with final approved protocol and model consent documents

✓ IAA is negotiated and signed

✓ XIRB shell is created and provided to study team by Emory IRB staff

✓ Study team completes CITI training

✓ OCR and OSP routing are completed

✓ Study team plugs correct Emory-specific language into model consent documents and uploads into submission

✓ Study team submits study for local context review in XIRB shell

✓ Departmental review is completed

✓ Applicable ancillary reviews are completed (Radiation Safety, Biosafety, Conflict of Interest, LITS Review, etc.)

✓ Office of Quality Review is completed

✓ Institutional Signoff is provided to study team via logged comment by Emory IRB Staff

✓ Emory is onboarded as a participating site with the Other IRB

✓ Study team uploads Other IRB’s approval documents for Emory into logged comment in eIRB and provides approval documents to other Emory offices that need them