

# 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 completes XIRB Consent Checklist 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