Study Team Checklist for Acting as Reviewing IRB

- ✓ Reliance Request Forms submitted and approved for each participating site
- ✓ Study team submits main protocol and consent documents for Emory only
- ✓ Study team provides approval documents to other participating sites
- ✓ Participating site study teams submit reliance requests to their IRBs
- ✓ Other IRBs provide confirmation of their willingness to cede review to Emory
- ✓ IAA is negotiated and signed with each participating site
- ✓ Participating site study teams undergo ancillary requirements at their institutions (training, conflict of interest, departmental review, etc.)
- ✓ Participating site study teams use Emory model consent forms and plug in their institutional boilerplate language for cost, injury, and HIPAA and provide Emory study team with tracked-changes and clean versions
- ✓ Participating site study teams complete and sign local context worksheet and institutional information sheet
- ✓ Each participating site is onboarded to the study via an amendment by the Emory study team
- ✓ Participating site approval documents are provided to the Emory study team by the Emory IRB staff
- ✓ Emory study team provides approval documents to each of the respective participating sites