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