**Reliance Request Form**

Use this form to request authorization from Seattle Children’s IRB office to rely on a non-Seattle Children’s (“external”) IRB or for Seattle Children’s to serve as the single IRB (sIRB) for non-Seattle Children’s sites. Submit the completed form to [schrely@seattlechildrens.org](mailto:schrely@seattlechildrens.org). Contact [schrely@seattlechildrens.org](mailto:schrely@seattlechildrens.org) with questions.

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| --- | --- |
| Section 1: Study Information | |
| Lead PI |  |
| Study title |  |
| Brief description of the study[[1]](#footnote-1)  *If available, provide a copy of the protocol or research plan* |  |
| Name of funding agency and institution receiving direct award, if any |  |
| Names of other organizations involved in the research |  |

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| Section 2: Seattle Children’s Information | |
| Seattle Children’s PI |  |
| Brief description of Seattle Children’s involvement in the research[[2]](#footnote-2) |  |
| Level of Seattle Children’s engagement | For purposes of the research, Seattle Children’s employees or agents[[3]](#footnote-3) will obtain (check all that apply):  Data about the participants of the research through intervention or interaction with them;  Identifiable private information or biospecimens about the participants of the research;  Informed consent of participants for the research; or  A direct federal funding award |

For external IRB studies only:

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| Section 3: External IRB Information | |
| External IRB name |  |
| Reason for requesting external IRB review |  |
| How external IRB wants to document reliance, if known | SmartIRB Acknowledgement/Cede Review Letter  SmartIRB online system  IREx online system  Separate IRB authorization agreement  Other, please describe: |

For sIRB studies only:

|  |  |
| --- | --- |
| Section 3: Relying Site Information | |
| Relying site name |  |
| Brief description of relying site’s involvement in the research[[4]](#footnote-4) |  |
| Level of relying site’s engagement | For purposes of the research, the relying site’s employees or agents[[5]](#footnote-5) will obtain (check all that apply):  Data about the participants of the research through intervention or interaction with them;  Identifiable private information or biospecimens about the participants of the research;  Informed consent of participants for the research; or  A direct federal funding award  Confirm the following:  The relying site has determined that they are engaged in the research and are willing to rely on Seattle Children’s for IRB review |
| Reason for requesting sIRB review |  |
| Has the relying site joined SmartIRB?  *Seattle Children’s prefers to use the SmartIRB Agreement for reliance* | Yes  No |

1. In a paragraph or less, summarize (1) the central question the research is intended to answer; (2) the primary objectives; and (3) the methods used. For example: “*This is a <drug, vaccine, chart review, biospecimen analysis, survey study> that will examine…*” [↑](#footnote-ref-1)
2. In a paragraph or less, summarize what research activities will be performed by Seattle Children’s employees or agents. For example: “*Seattle Children’s will be involved in <recruitment, consenting, performing chart reviews, collecting biospecimens, administering surveys, administering study interventions>.”* [↑](#footnote-ref-2)
3. An institution’s employees or agents are individuals who: (1) act on behalf of the institution; (2) exercise institutional authority or responsibility; or (3) perform institutionally designated activities. Employees or agents can include staff, students, contractors, and volunteers, among others, regardless of whether the individual is receiving compensation. Note that individuals can meet this criteria for multiple institutions for any given project. [↑](#footnote-ref-3)
4. In a paragraph or less, summarize what research activities will be performed by the relying site’s employees or agents. For example: “*The relying site will be involved in <recruitment, consenting, performing chart reviews, collecting biospecimens, administering surveys, administering study interventions>.”* [↑](#footnote-ref-4)
5. An institution’s employees or agents are individuals who: (1) act on behalf of the institution; (2) exercise institutional authority or responsibility; or (3) perform institutionally designated activities. Employees or agents can include staff, students, contractors, and volunteers, among others, regardless of whether the individual is receiving compensation. Note that individuals can meet this criteria for multiple institutions for any given project. [↑](#footnote-ref-5)