Project is identified as a candidate for the NU IRB to serve as the Reviewing IRB for external sites (i.e., the NU Investigator is the main funded site, etc.).

All external sites obtain IRB approval per their standard process.

Study team confirms that the external site is engaged and the corresponding IRB is okay with relying on the NU IRB.

All external sites obtain IRB approval per their standard process.

The Northwestern study team should draft the Institutional Authorization Agreement for NU IRB to be the IRB of Record and then forward it to the external site for signature.

The NU study team should proceed with completing the New Project Application in eIRB+ and include all relevant study documents, including the study protocol, which should include information regarding the activities taking place at external sites, and consent form documents for all sites. All external sites listed in the application should reflect that they would like to rely on the NU IRB. The partially executed IAA should be uploaded into the supporting documents section.

Once the application has been completed, it should be submitted by the PI. The application will be reviewed following the standard process and any required edits will be communicated through eIRB+. Upon completion of all edits and verification that the study meets approval criteria, the study will be approved.

The NU study team is responsible for forwarding all approved study documents to the external sites along with the fully executed IAA to provide to their corresponding IRB’s.

During the life of the study, the NU PI remains responsible for ensuring all external sites are notified of any approved changes to pertinent study documents (i.e., Protocol, Consent Forms, etc.). A modification can be submitted for request to add any additional external sites to the study once approval has been received.

Northwestern University IRB-Reviewing IRB Workflow