Project is identified as a candidate for relying on another Higher Education Institutional IRB (i.e. UCLA, Yale, etc.)

- Study submitted in eIRB+ for standard review

NU study team confirms that NU is engaged in Human Research and the other institution’s IRB is willing to be the IRB of record.

- Study submitted in eIRB+ for standard review

The Northwestern study team creates a New Project Application in eIRB+ in order to process the Institutional Authorization Agreement (IAA). The study team will need to confirm with the other academic institutional IRB, which IAA template will be utilized for the study. To ensure proper routing the application should reflect the following:

- Basic Information Page: Question 6 – Answer Yes
- External IRB Page: Question 1 – Choose External IRB (If the External IRB is not listed, contact eirbsystem@northwestern.edu)
- Include a copy of the relevant project documents such as: protocol, consent, etc.

- Once the application is completed including the selected IAA, it should be submitted by the PI. The eIRB+ application will be reviewed to verify eligibility to proceed with the other Institutional IRB review. Once confirmed, the partially executed IAA will be forwarded back to the study team and the IRB submission can move forward. (Please note this step can be skipped for studies reviewed by the Lurie Children’s IRB)

- Upon approval from the other academic institutional IRB, the approved study documents, along with the fully executed IAA must be submitted back via eIRB+ to the NU IRB. The current eIRB+ application should be updated with the finalized documents and submitted back to the NU IRB for final review

- The application will be administratively reviewed (if applicable the consent forms will be reviewed to ensure the required NU template language is included). If all applicable elements are in place, the study will be forwarded for final review/external IRB acknowledgement. If changes are required to study documents, the application will be forwarded back to the study and possible re-submission to the other academic institutional IRB may be required to re-approve updated documents.

- Upon receiving final NU IRB acknowledgement of ceding review to the other academic Institutional IRB, the PI and study team remain responsible for ensuring all NU IRB reporting requirements are maintained throughout the life of the study.