Initiating a request in the Online Reliance System

Initiating a reliance request
An investigator, or their designee, can submit a request for IRB reliance.

1. Log in to the Online Reliance System and click “New Request”.

2. Provide information about your study:
   - Basic information about the research (title of study, a brief description)
   - Name of the Principal Investigator
   - Select the institution that you would like to serve as the Reviewing IRB
   - Funding sources (optional)
   - List the sites that will be engaged in human subjects research for the study; additional sites may be added later, via the amendment process
   - For each site:
     - The site investigator’s name and contact information
     - Research personnel names and contact information (optional)
     - Research participants and activities
   - Upload supporting documents:
     - Research protocol
     - Consent templates (optional)
     - Other documentation (optional)

3. Review the request for accuracy.

4. Submit the request. You can log back in to the Online Reliance System to track the progress of your request. You will be notified by email once a reliance decision has been reached.

Questions? We’re here to help. Contact us at help@smartirb.org.