



### 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](mailto:help@smartirb.org).