



## Joinder Agreement Informational Sheet

### Initiating the Joinder process

*Due to the nature of the information required, IRB administrators or other research compliance personnel will be best suited to initiate the Joinder process. IRB's template form and include applicable site-specific required language from each Relying Institution.*

1. Go to [smartirb.org/join](https://smartirb.org/join) and fill in the blue box at the bottom of the page.
2. The SMART IRB team will review the information provided and send you an email with an invite link to the SMART IRB Joinder System (be sure to check SPAM filters); if you do not see an invite email within 1 week, please [contact us](#).
3. Once you have received the email, follow the invite link to register your institution.

Note: You will need your unique invite link to start the process; if you need to return to the system later, you may do so by logging in [here](#).

### Generating your institution's Joinder Agreement

**Provide your institution's legal name, city, and state.**

**Provide an institution display name so that we may list your institution on [smartirb.org](https://smartirb.org).**

**Provide a link to your institution or its IRB/HRPP website/page (optional).**

**Indicate institution type** (university, academic medical center, community hospital, cancer center, other).

**Indicate CTSA affiliation** (if applicable).

**Indicate whether application of the FWA is restricted to federally funded research (i.e., has your institution "unchecked the box" on its FWA), and if not, which subparts apply.**

**Indicate whether the institution maintains one or more IRBs.**

**Indicate how the institution assures the quality of its Human Research Protection Program (HRPP).**

Within the past five years institutions that maintain one or more IRBs must have undergone or initiated assessment of the HRPP by one of the following methods:

- Undergone external accreditation (date received and accrediting organization)
- Be pursuing accreditation (status and accrediting organization)
- Undergone or initiated OHRP's Quality Assessment Program (date completed or status)
- Other approach, e.g. internal/external audit, review by external consultant, etc., (please describe)

**To learn more about how you may fulfill this requirement, see the [FAQs](#) or [contact us](#).**

**Note: Institutions that do NOT maintain an IRB may indicate accreditation or other means of assessing the HRPP, but are NOT required to do so in order to join SMART IRB.**

**Identify the institution's Point of Contact (POC)** who will be responsible for day-to-day implementation of the SMART IRB Agreement. Provide name, title, address, phone, and email. Institutions may choose to list an Alternate POC (optional). The names and contact information for the POC(s) will be listed on smartirb.org.

**Identify the Institution Official (IO)** with signatory authority on behalf of the institution. Provide name, title, address, phone, and email.

**Identify to whom written notices and other communications required under the Agreement may be made.** Provide name, title, address, phone, and email.

## Submitting your Joinder Agreement

The Joinder System will generate a pre-filled Joinder Agreement for your institution. After you have downloaded and printed your Joinder Agreement, you will need to:

**Ensure the appropriate IO/signatory signs AND dates the Joinder Agreement.**

**Log in to upload and submit the signed Joinder Agreement.**

**Await confirmation of activation.** You will be notified once the institution has been activated as a SMART IRB Participating Institution.