



SMART IRB Agreement Implementation Checklist and Documentation Tool

Purpose: (1) to highlight the flexible provisions of the SMART IRB Agreement, and (2) to document which options institutions will implement as part of the Ceded Review. Some of the information documented in this form applies to IRB review while other determinations are at an institution-level.

While use of this tool is not required, Participating Institutions should document the selected options for each study in which they are involved. Both the Reviewing IRB and Relying Institutions should maintain a copy of the completed tool or alternative documentation for a study (e.g., a standard operating procedure) that is covered by the SMART IRB Agreement.

Instructions:

1. The Reviewing IRB should complete the study-specific information in the box at the top of this page. Add, delete, or modify fields as needed. The Reviewing IRB can share this document with the proposed Relying Institutions and discuss any points of disagreement, updating this form as necessary.
 - a. To apply the same options to all studies involving the same Reviewing IRB and Relying Institution(s), indicate "All" in the fields Institutions deem applicable; in that case, only one tool needs to be completed for the included studies.
 - b. Additional notations can be included to clarify unique situations as long as they do not contradict the terms of the SMART IRB Agreement. For example, if IRB fees will only be assessed for some studies, this limitation could be noted in that section. If this document is used, it should be distributed by the Reviewing IRB Point of Contact (POC) to Relying Institution POCs and maintained on file for each study.
2. For each provision identified below, Reviewing IRB POCs should work with relevant individuals at their institutions to identify and record the appropriate option and any sub-options as agreed upon by the involved Participating Institutions for the identified study(ies). Click to place an "X" in the appropriate box (select only **one** option per provision).
 - a. If the Reviewing IRB agrees to deviations from certain criteria only for some Relying Institutions, more than one version of this tool may need to be completed. Relevant versions should then be distributed to appropriate Relying Institutions.
 - b. Additional notations can be included to clarify unique situations as long as they do not contradict the terms of the SMART IRB Agreement. For example, if the Reviewing IRB will serve as the HIPAA Privacy Board for only some institutions, the tool should identify the institutions for which this function will be performed OR a separate form for institutions that will not follow the same requirements should be completed.

NOTE:

- Fill in any required information (highlighted in purple) for each selected option.
- Capitalized words and terms reflect the same language as found in the terms of the [SMART IRB Agreement](#).

- The [SMART IRB Standard Operating Procedures](#) define the Lead Study Team as the group designated by the Overall PI that works in collaboration with the Reviewing IRB to ensure coordination of communication to and from all Relying Site Study Teams, routing all IRB submissions to the Reviewing IRB and communicating IRB determinations to Site Investigators.

Study Title:	
Overall PI:	
Site Investigator(s)	
Study ID No.	
Reviewing IRB:	
Relying Institution(s):	
Lead Study Team (if applicable):	
Date Tool Completed:	

Reviewing IRB	
1. Notification of Acceptance or Declination of Ceded Review <i>SMART IRB Agreement</i> <i>Section 3.4</i>	<input type="checkbox"/> OPTION 1 – Reviewing IRB will provide notification The Reviewing IRB will notify the Overall PI (or designee), the Site Investigator(s), and involved Participating Institution(s) whether the identified study(ies) is accepted for Ceded Review and, if accepted, the designation of the Reviewing IRB and Relying Institutions. This can be accomplished through the SMART IRB Online Reliance System or another mechanism. <input type="checkbox"/> OPTION 2 – Another party will provide notification [NAME OF NOTIFYING PARTY (e.g., the Lead Study Team or a Relying Institution)] will notify the Overall PI and the Site Investigator(s) and involved Participating Institution(s) whether the identified study(ies) is accepted for Ceded Review and, if accepted, the designation of the Reviewing IRB and Relying Institutions. <input type="checkbox"/> OPTION 3 – Requirements/processes for determining the Reviewing IRB are mandated by an external group with authority for the study(ies)

	<p>The Participating Institutions are members of / participants in [NAME OR DESCRIPTION OF CLINICAL TRIAL NETWORK, IRB CONSORTIUM OR PROGRAM, OR OTHER EXTERNAL GROUP]</p> <p>and must follow its requirements and procedures for ceding IRB review and determining the Reviewing IRB with respect to the identified study(ies).</p>
<p>2. Standard operating procedures (“SOPs”)</p> <p><i>SMART IRB Agreement</i> <i>Section 1.5</i></p> <p>Note: Be sure to review the rules in Section 1.5 of the SMART IRB Agreement regarding the priority of the Agreement terms over any conflicting terms of alternate SOPs (except when alternate SOPs are externally mandated such as by a clinical trial network or other group with authority for the study(ies) – see Option 2).</p>	<p><input type="checkbox"/> OPTION 1 – Using SMART IRB SOPs</p> <p>The Participating Institutions will follow the SMART IRB SOPs with respect to the identified study(ies).</p> <p><input type="checkbox"/> OPTION 2 – Using other SOPs as mandated by an external group with authority for the study(ies)</p> <p>The Participating Institutions are members of / participants in [NAME OR DESCRIPTION OF CLINICAL TRIAL NETWORK, IRB CONSORTIUM OR PROGRAM, OR OTHER EXTERNAL GROUP]</p> <p>and must follow the [NAME OR DESCRIPTION OF MANDATORY SOPs] Standard Operating Procedures with respect to the identified study(ies).</p> <p><input type="checkbox"/> OPTION 3 – Using other SOPs (not otherwise mandated)</p> <p>The Participating Institutions will follow the [NAME OR DESCRIPTION OF ALTERNATE SOPs (e.g., the Reviewing IRB's policies and procedures)]</p> <p>SOPs with respect to the identified study(ies). These SOPs</p> <p><input type="checkbox"/> are available at [DESCRIBE HOW INSTITUTIONS CAN ACCESS THE ALTERNATE SOPs].</p> <p><input type="checkbox"/> will be distributed by [DESCRIBE METHOD OF DISTRIBUTION].</p>
<p>3. HIPAA determinations and actions</p> <p><i>SMART IRB Agreement</i> <i>Sections 5.6 and 6.9</i></p>	<p><input type="checkbox"/> Not applicable – Ceded study(ies) does not fall under HIPAA Privacy Rule regulations</p> <p><input type="checkbox"/> OPTION 1 – Relying Institution(s) are NOT HIPAA Covered Entities</p> <p>No HIPAA determinations or actions are required for the Relying Institution(s) to use/disclose PHI for the identified study(ies).</p> <p><input type="checkbox"/> OPTION 2 – One or more Relying Institution(s) are HIPAA Covered Entities and Reviewing IRB will make certain HIPAA determinations and perform certain HIPAA actions required for Relying Institution(s) to use/disclose PHI (select appropriate option(s) below)</p> <p>The Reviewing IRB will make determinations as to what pathway under the HIPAA Privacy Rule (authorization / alteration or waiver of authorization / Limited Data Set) is applicable and required for the Relying Institution(s) to</p>

	<p>use/disclose PHI for the identified study(ies).</p> <ul style="list-style-type: none"> • If an authorization is required, the Reviewing IRB will determine the form of the authorization (e.g., incorporated into a consent form vs. freestanding) in collaboration with the Relying Institution(s). • If alteration or waiver of authorization is requested the Reviewing IRB will perform the alteration/waiver analysis and be responsible for granting waivers or alterations of authorization • If the Limited Data Set pathway is applicable, the Reviewing IRB will confirm that the PHI constitute a Limited Data Set and that a Data Use Agreement is or will be put into place. <p>Note: Apart from the determinations and actions referenced above, the Relying Institution(s) are responsible for performance of all of their other applicable HIPAA obligations in connection with the study(ies) (e.g., accounting of disclosures of PHI they make under a waiver of authorization).</p> <p><input type="checkbox"/> OPTION 3 – One or more Relying Institution(s) are HIPAA Covered Entities and Relying Institution(s) will make any HIPAA determinations or perform any HIPAA actions</p> <p>As a matter of policy or otherwise, the Reviewing IRB does not make HIPAA determinations or perform any HIPAA actions. The Relying Institution(s) will make determinations for themselves as to what pathway under the HIPAA Privacy Rule (authorization / alteration or waiver of authorization / Limited Data Set) is applicable and required for them to use/disclose PHI for the identified study(ies).</p> <p>Note: If a Relying Institution determines that authorization is required, it must use a freestanding authorization form that is separate from (not merged into) the study consent provided by the Reviewing IRB.</p>
<p>4. HIPAA authorization language and consent forms</p> <p><i>SMART IRB Agreement Sections 5.6.1.1, 5.6.1.2, and 6.9.1</i></p>	<p><input type="checkbox"/> Not applicable – Ceded study(ies) does not fall under HIPAA Privacy Rule regulations</p> <p><input type="checkbox"/> OPTION 1 – Reviewing IRB requires HIPAA authorization language to be incorporated into the informed consent documents, unless the Relying Institution obtains agreement from the Reviewing IRB to use a separate authorization form (e.g., separate form is required by State law or institutional policy). If the Relying Institution requires a separate authorization form, the Relying Institution shall be responsible for ensuring the separate form complies with applicable requirements in the HIPAA</p>

	<p>Privacy Rule.</p> <p><input type="checkbox"/> OPTION 2 – Reviewing IRB requires HIPAA authorization language to be incorporated into an authorization form separate from a consent form. The Relying Institution shall be responsible for ensuring the separate form complies with applicable requirements in the HIPAA Privacy Rule.</p>
<p>5. Conflicts of interest</p> <p><i>SMART IRB Agreement</i> <i>Sections 5.8 and 6.6</i></p>	<p><input type="checkbox"/> OPTION 1 – Relying Institution(s) will perform conflict of interest analyses under their policies The Relying Institution(s) will perform their own analyses under their relevant policy(ies) with respect to disclosure and management of their Research Personnel’s conflicts of interest in connection with the identified study(ies). The Relying Institution’s(s’) resulting determinations, prohibitions, management plans, and any updates will be provided to the Reviewing IRB. Note that the Reviewing IRB has the right to impose additional prohibitions or conflict management requirements.</p> <p><input type="checkbox"/> OPTION 2 – Reviewing IRB will perform conflict of interest analyses under its policies The Reviewing IRB will apply its institution’s own policies with respect to disclosure and management of the Relying Institution’s(s’) Research Personnel’s conflicts of interest in connection with the identified study(ies). The Reviewing IRB will notify the Relying Institution(s) of the IRB’s resulting determinations, prohibitions, management plans, and any changes thereto. Note that the Relying Institution(s) may propose additional prohibitions or conflict management requirements to the Reviewing IRB for approval.</p> <p><input type="checkbox"/> OPTION 3 – Relying Institution(s) and Reviewing IRB have agreed on an alternate plan for conflict of interest analyses [DESCRIBE THE ALTERNATE PLAN]</p>

6. IRB notifications (of decisions, changes, lapses in approval, problems, noncompliance)

*SMART IRB Agreement
Sections 5.9, 5.10, and 5.11*

☐ **OPTION 1 – Reviewing IRB will provide notifications directly**

The Reviewing IRB will notify the Overall PI, Site Investigator(s) and Relying Institution(s) of:

- its determination(s) (e.g., exemption) or review decision(s) (e.g., approval, disapproval, required modifications) regarding the identified study(ies);
- approved changes to the study(ies);
- lapses in IRB approval for the study(ies) and any applicable corrective action plans;
- its review decisions, findings, and actions (including any suspension or termination of IRB approval) regarding unanticipated problems, subject injuries, and significant subject complaints in the study(ies); and
- its findings and actions (including any suspension or termination of IRB approval) regarding serious or continuing or apparent serious or continuing noncompliance in the study(ies) and any required remediation actions.

☐ **OPTION 2 – Reviewing IRB will provide notifications through another party**

The Reviewing IRB will provide notifications through

[NAME OF NOTIFYING PARTY (e.g., the Lead Study Team)]

to the Overall PI, Site Investigator(s), and Relying Institution(s) of:

- the Reviewing IRB's determination(s) (e.g., exemption) or review decision(s) (e.g., approval, disapproval, required modifications) regarding the identified study(ies);
- approved changes to the study(ies);
- lapses in IRB approval for the study(ies) and any applicable corrective action plans;
- the Reviewing IRB's review decisions, findings, and actions (including any suspension or termination of IRB approval) regarding unanticipated problems, subject injuries, and significant subject complaints in the study(ies); and
- the Reviewing IRB's findings and actions (including any suspension or termination of IRB approval) regarding serious or continuing or apparent serious or continuing noncompliance in the study(ies) and any required remediation actions.

<p>7. IRB-initiated audits/investigations</p> <p><i>Smart IRB Agreement Sections 5.12 and 6.13</i></p> <p>Note: this section applies only to audits/investigations initiated by the IRB. Institutions will conduct audits under their Human Research Protection Programs according to their HRPP policies. Such audits/investigations are not covered by these options. Sections 5.12 and 6.13 of the SMART IRB Agreement include requirement for mutual notification of such non-IRB audits/investigations. For additional guidance, please see the SMART IRB Harmonization Steering Committee’s Recommendations for Post-Approval Auditing for Studies Subject to Single IRB Review.</p>	<p><input type="checkbox"/> OPTION 1 – Reviewing IRB will conduct any IRB-initiated, for-cause audits or investigations</p> <p>The Reviewing IRB will conduct any audits or investigations it initiates of matters relating to the Ceded Review of the identified study(ies).</p> <p><input type="checkbox"/> OPTION 2 – Relying Institution(s) will conduct any IRB-initiated, for-cause audits or investigations</p> <p>The Reviewing IRB will request Relying Institution(s) conduct any IRB-initiated audits or investigations of matters relating to the Ceded Review of the identified study(ies).</p> <p><input type="checkbox"/> OPTION 3 – Reviewing IRB and Relying Institution(s) will jointly conduct any IRB-initiated, for-cause audits or investigations</p> <p>The Reviewing IRB and the Relying Institution(s) will jointly conduct any IRB-initiated audits or investigations of matters relating to the Ceded Review of the identified study(ies).</p> <p><input type="checkbox"/> OPTION 4 – Plan for conduct of IRB-initiated audits or investigations will be determined on a case-by-case basis</p> <p>The Reviewing IRB and the Relying Institution(s) will agree upon a plan for the conduct of any IRB-initiated audit or investigation of a matter relating to the Ceded Review of the identified study(ies) on a case-by-case basis and at the time the matter arises.</p>
<p>8. IRB-initiated external reporting</p> <p><i>SMART IRB Agreement Sections 5.13 and 6.14</i></p>	<p><input type="checkbox"/> OPTION 1 – Reviewing IRB will draft and submit reports to external recipients</p> <p>The Reviewing IRB will draft and submit to external parties (e.g., regulatory and funding agencies, sponsors, other oversight authorities) any reports of unanticipated problems, serious or continuing noncompliance, and suspension or termination of IRB approval that the IRB determines are required in connection with the identified study(ies).</p> <p>Note that the Relying Institution(s) have the right to review/comment on the draft report(s) and to make/submit their own report(s) in addition to the Reviewing IRB’s report(s).</p> <p><input type="checkbox"/> OPTION 2 – Relying Institution(s) will draft and submit reports to external recipients</p>

	<p>The Reviewing IRB will request the Relying Institution(s) to draft and submit to external parties (e.g., regulatory and funding agencies, sponsors, other oversight authorities) any reports of unanticipated problems, serious or continuing noncompliance, and suspension or termination of IRB approval that the IRB determines are required in connection with the identified study(ies).</p> <p>Note that the Reviewing IRB has the right to review/comment on the draft report(s) and to make/submit its own report(s) in addition to the Relying Institution's(s') report(s).</p> <p><input type="checkbox"/> OPTION 3 – Reviewing IRB and Relying Institution(s) will jointly draft and submit reports to external parties</p> <p>The Reviewing IRB and the Relying Institution(s) will jointly draft and submit to external parties (e.g., regulatory and funding agencies, sponsors, other oversight authorities) any reports of unanticipated problems, serious or continuing noncompliance, and suspension or termination of IRB approval that the IRB determines are required in connection with the identified study(ies).</p> <p><input type="checkbox"/> OPTION 4 – Plan for drafting and submission of IRB-initiated external reports will be determined on a case-by-case basis</p> <p>The Reviewing IRB and the Relying Institution(s) will agree upon a plan for the drafting and submission to external parties (e.g., regulatory and funding agencies, sponsors, other oversight authorities) of any reports of unanticipated problems, serious or continuing noncompliance, and suspension or termination of IRB approval that the IRB determines are required in connection with the identified study(ies) on a case-by-case basis and at the time the matter arises.</p>
<p>9. Congruence of federal grant applications/contract proposals</p> <p><i>SMART IRB Agreement</i> <i>Section 5.15</i></p>	<p><input type="checkbox"/> OPTION 1 – Reviewing IRB will review congruence</p> <p>The Reviewing IRB will review the congruence of any federal grant application(s) or contract proposal(s) supporting the identified study(ies) with the study protocol(s) submitted to the IRB (when such review is required by federal regulations or oversight agencies).</p> <p><input type="checkbox"/> OPTION 2 – Another party will review congruence</p> <p>The Reviewing IRB will delegate responsibility for review of the congruence of any federal grant application(s) or contract proposal(s) supporting the identified study(ies) with the study protocol(s) submitted to the IRB to [NAME OF PARTY THAT WILL BE RESPONSIBLE FOR REVIEW]</p>

	(when such review is required by federal regulations or oversight agencies).
Reviewing Institution	
1. Financial agreements (for review costs – indemnification agreements are addressed separately below) <i>SMART IRB Agreement Section 2.3</i>	<input type="checkbox"/> OPTION 1 – Reviewing IRB/Institution will not charge Relying Institution(s) for costs of review The Relying Institution(s) will not be responsible for financial support of the costs of review of the identified study(ies). The Reviewing IRB may charge the sponsor or other third parties for those costs. <input type="checkbox"/> OPTION 2 – Reviewing IRB/Institution will charge the Relying Institution(s) for costs of review The Reviewing IRB and the Relying Institution(s) will enter a separate agreement or agreements under which the Relying Institution(s) will provide financial support to the Reviewing IRB for the costs of review of the identified study(ies).
2. Quality assurance/quality improvement (“QA/QI”) function/program <i>SMART IRB Agreement Section 4.4</i>	<input type="checkbox"/> OPTION 1 – QA/QI program access required Each Participating Institution engaged in or conducting the identified study(ies) must have or have access to a human subjects research QA/QI program or service (or an alternate means of monitoring) that can conduct and report to that institution the results of for-cause and not-for-cause audits of the institution’s and its Research Personnel’s compliance with human subjects protections and other relevant requirements. <input type="checkbox"/> OPTION 2 – QA/QI program access not required Participating Institutions engaged in or conducting the identified study(ies) are not required to have or have access to a human subjects research QA/QI program or service.
3. Insurance <i>SMART IRB Agreement Section 4.10</i>	<input type="checkbox"/> OPTION 1 – Insurance required Each Participating Institution must maintain insurance coverage of sufficient type(s) and in reasonable amount(s) to cover its activities with respect to the identified study(ies), including coverage of its IRB/IRB members when acting as a Reviewing IRB. (State/federal agencies or instrumentalities of state/federal government may provide documentation of self-funded liability coverage or of reliance on applicable law providing

	<p>immunity from or limiting liability.)</p> <p>Note: Participating Institutions may request from one another an insurance certificate or equivalent documentation of the relevant coverage (including any sponsor-provided coverage).</p> <p><input type="checkbox"/> OPTION 2 – Insurance not required</p> <p>Each Participating Institution is not required to maintain insurance coverage to cover its activities with respect to the identified study(ies).</p>
<p>4. Indemnification</p> <p><i>SMART IRB Agreement</i> <i>Section 4.11</i></p>	<p><input type="checkbox"/> OPTION 1 – Indemnification agreements not required</p> <p>Indemnification agreements or other contractual arrangements for allocation of liability are not required with respect to the identified study(ies).</p> <p><input type="checkbox"/> OPTION 2 – One or more Participating Institutions require an indemnification agreement</p> <p>The Reviewing IRB and the following Relying Institution(s) will enter a separate indemnification agreement or agreements or other contractual arrangements for allocation of liability among them with respect to the identified study(ies): [NAMES OF RELEVANT RELYING INSTITUTION(S)].</p> <p>The executed separate indemnification agreement(s) will be attached to and maintained with this tool.</p>