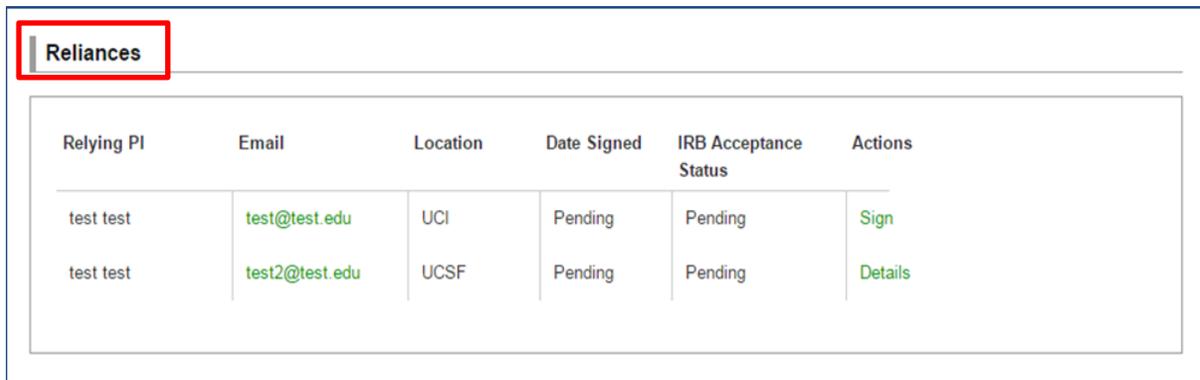


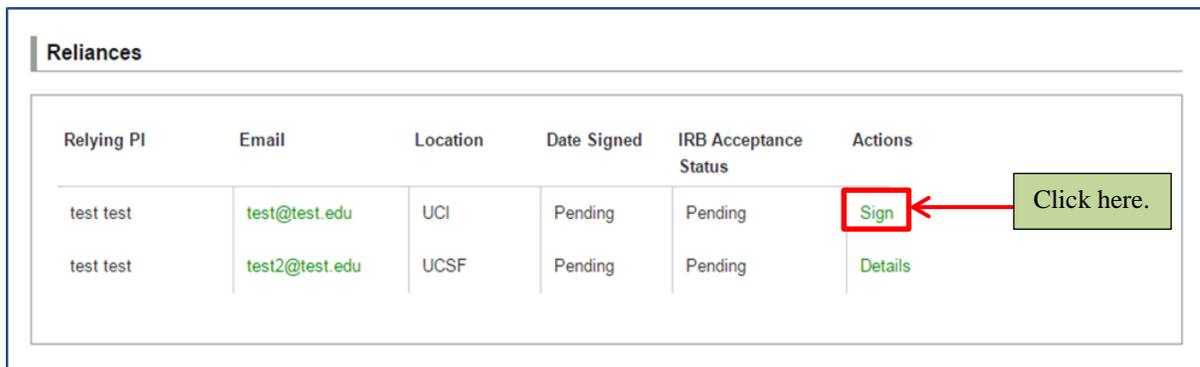
Accepting to Rely

1. Go to the IRB Reliance Registry homepage (<https://irbreliance.ucop.edu/site/index>) and sign in.
2. Go to your study. You may go to your study by clicking on the link provided in your email notification alerting you that you have been identified as the Relying Principal Investigator. You may also find your study on your Dashboard, or you can also search for your study by entering your study number in the search tool.
3. On your study, scroll down to the **Reliances** portion of the study information page.



Relying PI	Email	Location	Date Signed	IRB Acceptance Status	Actions
test test	test@test.edu	UCI	Pending	Pending	Sign
test test	test2@test.edu	UCSF	Pending	Pending	Details

4. Find your name and click on the “**Sign**” button under the Actions column.



Relying PI	Email	Location	Date Signed	IRB Acceptance Status	Actions
test test	test@test.edu	UCI	Pending	Pending	Sign
test test	test2@test.edu	UCSF	Pending	Pending	Details

5. Complete the fields pertaining to your study details. Enter the **AwardInformation** that reflects where the funding for your study will come from. Enter the name(s) of **Relying Sponsor(s)** who will be providing the funding for your study. If your study will have more than onesponsor, write all names of the sponsor in the Name of Sponsor field. Indidicate whether you will be **recruiting subjects** as the Relying Principal Investigator.

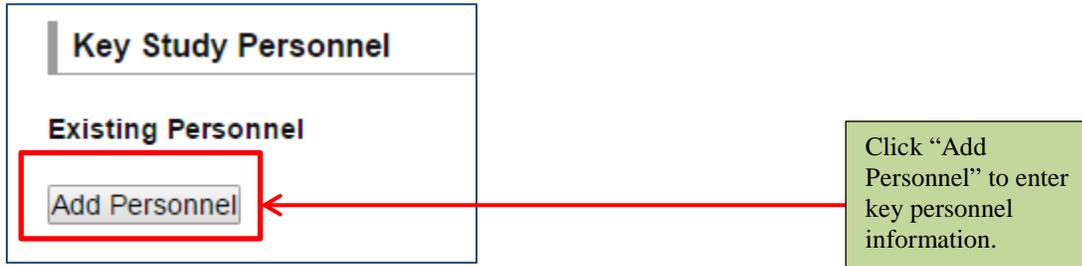
Award Information	<input type="checkbox"/> Federal Government	Select the entity type providing funding for your study.
	<input type="checkbox"/> Other Gov (e.g., State, local)	
	<input type="checkbox"/> Industry Sponsor	
	<input type="checkbox"/> Other Private (foundations, etc)	
	<input type="checkbox"/> Campus/UC-Wide program	
	<input type="checkbox"/> Departmental Funds	
	<input type="checkbox"/> Other	
Relying Sponsor(s)	<input type="text"/>	Fill in the name of the sponsor who will be providing funding for your study.
Recruit Subjects	<input type="button" value="Choose One..."/>	Indicate whether you will be recruiting subjects as the Relying PI.

Enter the **summary scope** in the text box. This summary should explain activities that you will be conducting as the relying researcher rather than the overall project synopsis. You may directly write this information in the text box or copy and paste from a Word document. If you choose to copy and paste, right click to “Paste as Plain Text” to ensure any hidden formatting will be repaired. Hidden formatting may cause errors when printing this page.

In the text box below, clarify the activities to be conducted by the relying researcher(s). For example, describe whether the researcher's role will include participant recruitment, consenting subjects, interaction or intervention with human subjects, data analysis, etc. If the research activities to be conducted by the relying researcher(s) will vary from the current approved protocol, the differences must be reported to and approved by the reviewing IRB prior to implementation.

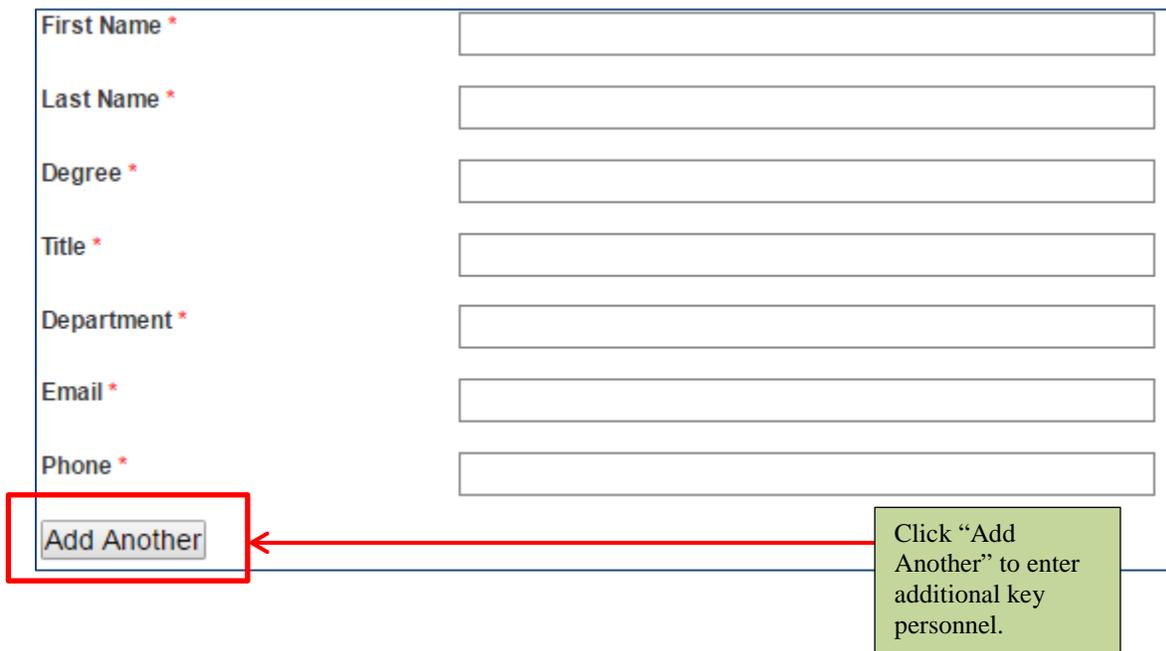
Summary Scope *

Click on “**Add Personnel**” if you wish to list any key personnel specific to this study. **PLEASE NOTE:** This field is not a required field. At this time, the feature to edit or delete key personnel that have been added is faulty.



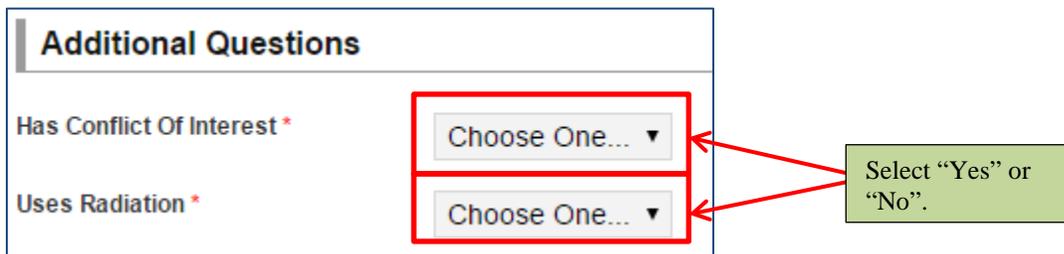
The screenshot shows a form titled "Key Study Personnel" with a sub-section "Existing Personnel". A button labeled "Add Personnel" is highlighted with a red box. A red arrow points from a green callout box to the button. The callout box contains the text: "Click 'Add Personnel' to enter key personnel information."

If you do click on “**Add Personnel**”, the following fields are required:



The screenshot shows a form with the following fields: "First Name *", "Last Name *", "Degree *", "Title *", "Department *", "Email *", and "Phone *". Each field has a corresponding text input box. At the bottom of the form, a button labeled "Add Another" is highlighted with a red box. A red arrow points from a green callout box to the button. The callout box contains the text: "Click 'Add Another' to enter additional key personnel."

Answer “Yes” or “No” to whether you as the Relying Principal Investigator have a conflict of interest. Answer “Yes” or “No” to whether the portion of the study completed by you as the Relying Principal Investigator uses radiation. **PLEASE NOTE:** Consult with your local IRB coordinator if your study requires additional ancillary reviews. Relying Principal Investigators are responsible for obtaining any ancillary approvals before beginning a study.



The screenshot shows a form titled "Additional Questions" with two questions: "Has Conflict Of Interest *" and "Uses Radiation *". Each question has a dropdown menu with the text "Choose One..." and a downward arrow. Both dropdown menus are highlighted with a red box. A red arrow points from a green callout box to the dropdown menus. The callout box contains the text: "Select 'Yes' or 'No'."

Carefully review the assurances listed at the bottom of the page. Once you have read each statement, you may click on the **Sign and Finish** button. By clicking on the Sign and Finish button, you certify that the information you provided for the study is correct and agree to the statements listed in the assurances. If you are unsure whether the information you provided is correct, please consult with your local IRB Coordinator before clicking on the Sign and Finish button.

Assurances

- I certify that the information provided in this application is complete and correct.
- I certify that I will follow the IRB-approved Protocol.
- I will comply with all applicable federal and state laws regarding the protection of human subjects in research.
- I will make sure that the personnel performing this study are qualified, meet the education/training requirements of the relying IRB, and adhere to the provisions of this IRB-approved protocol.
- I will not modify the protocol or any attached materials without first obtaining review and approval from the Reviewing IRB.
- I will accept responsibility for the conduct of this study at this site, the ethical performance of the project, and the protection of the rights and welfare of the human subjects who are directly involved at this site.
- I will obtain any ancillary approvals required for this project at my campus (for example, conflict of interest, stem cells, cancer center, biosafety, radiation, or pharmacy).

Sign for Relying Location **Cancel**

Once you have read each statement, you may click on the **Sign and Finish** button.

6. Once you have signed and finished the study details page, you will see an alert on the top of the page similar to the one depicted below indicating that you have successfully signed off on the study:

Reliance #1563-UCI was successfully updated.

An automated notification will be sent to the Reviewing Principal Investigator, Reviewing IRB, Relying IRB, and Relying Research Coordinator apart of this study. **Consult with your local IRB coordinator for next steps.** A full list of IRB Coordinators can be found on the [IRB Contacts](#) page.

PLEASE NOTE: The relying study information page may be edited up until the Reviewing IRB indicates a review decision. If you wish to make any changes to the entered information, you may do so by clicking on the “**Details**” page in the Reliances section of the study.

Reliances				
Relying PI	Location	Date Signed	IRB Acceptance Status	Actions
Test2 Test2 ORGS-IRBRELIANCE-SA@ucop.edu	UCB	March 7, 2017	Pending	Details

On the following page, click “**Edit**” in the Actions box. This will allow you to edit the relying study information.

Actions
- Edit