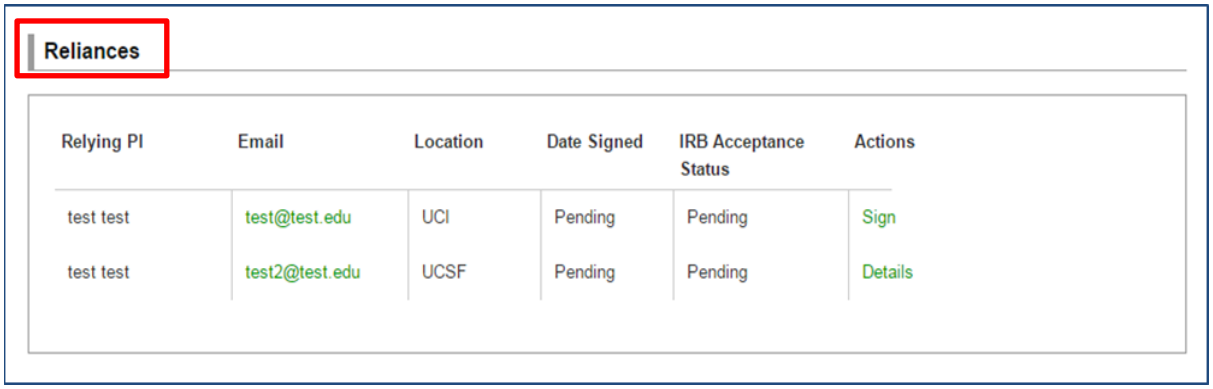
# Accepting to Rely

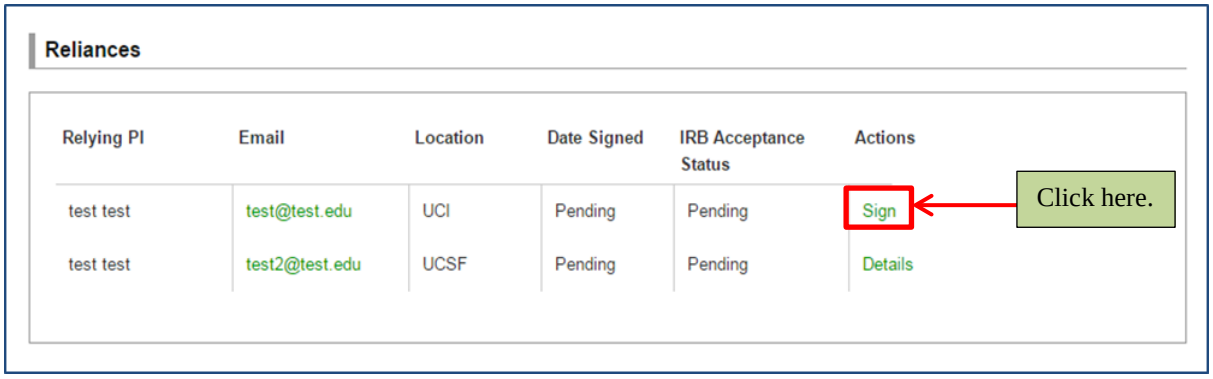
1. Go to the IRB Reliance Registry homepage (https://irbreliance.ucop.edu/site/index) and sign in.

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.

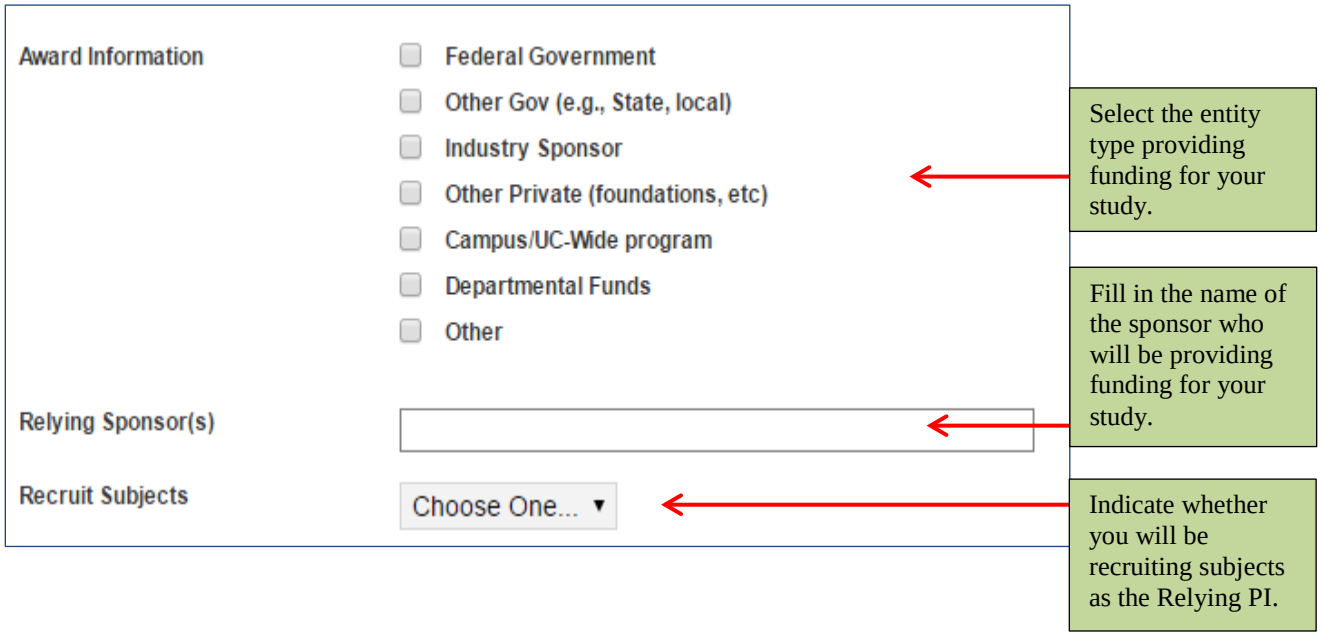
3. On your study, scroll down to the **Reliances** portion of the study information page.



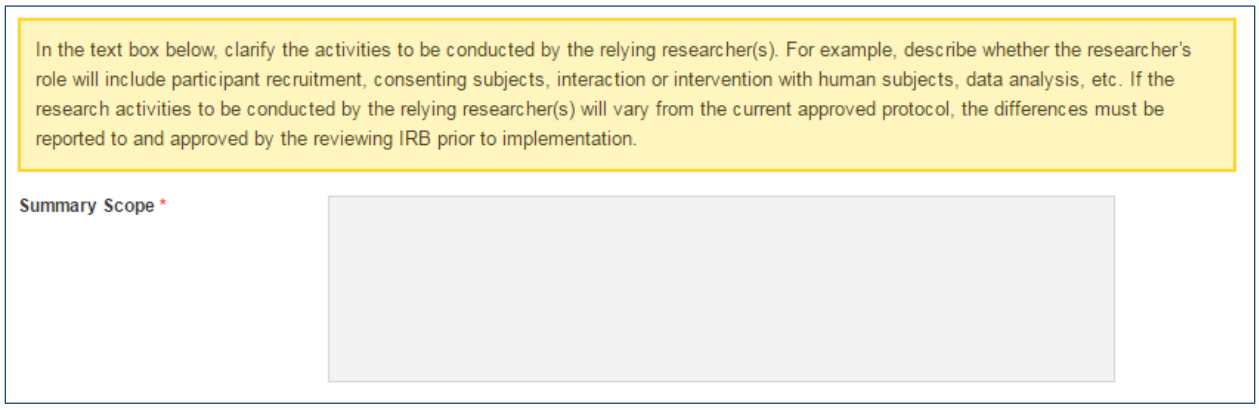

4. Find your name and click on the "**Sign**" button under the Actions column.



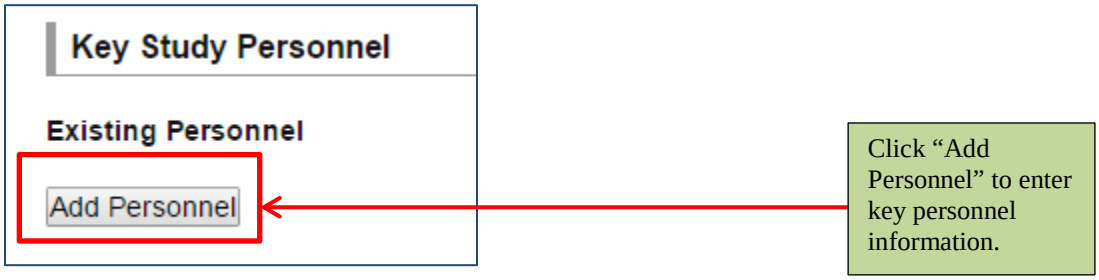
5. Complete the fields pertaining to your study details. Enter the **AwardInformation** that reflects where the funding for your study will come from. Enter the name(s) of **Relying Sponsor(s)** who will be providing the funding for your study. If your study will have more than onesponsor, write all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



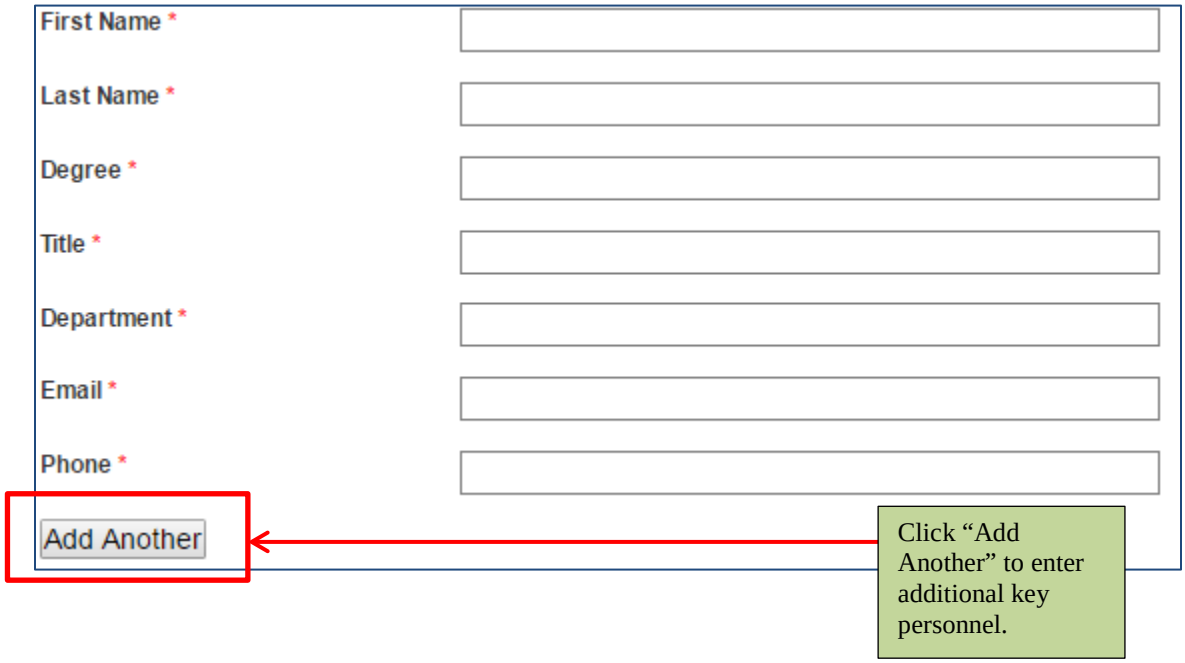

Enter the **summary scope** in the text box. This summary should explain activities that you will be conducting as the relying researcher rather than the overall project synopsis. You may directly write this information in the text box or copy and paste from a Word document. If you choose to copy and 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.



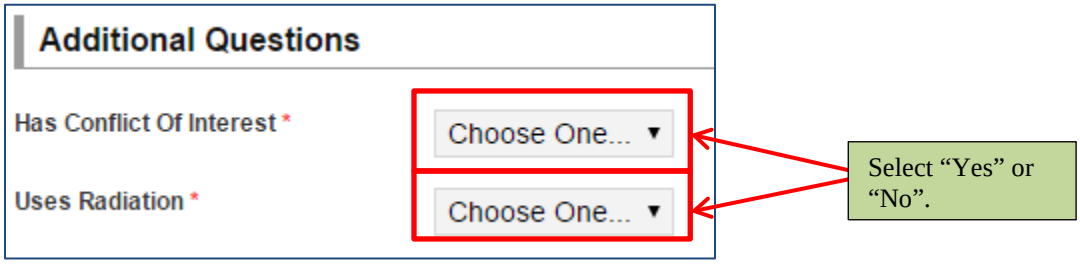
Click on "**Add Personnel**" if you wish to list any key personnel specific to this study. **PLEASE NOTE:** This field is not a required field. At this time, the feaure to edit or delete key personnel that have been added is faulty.



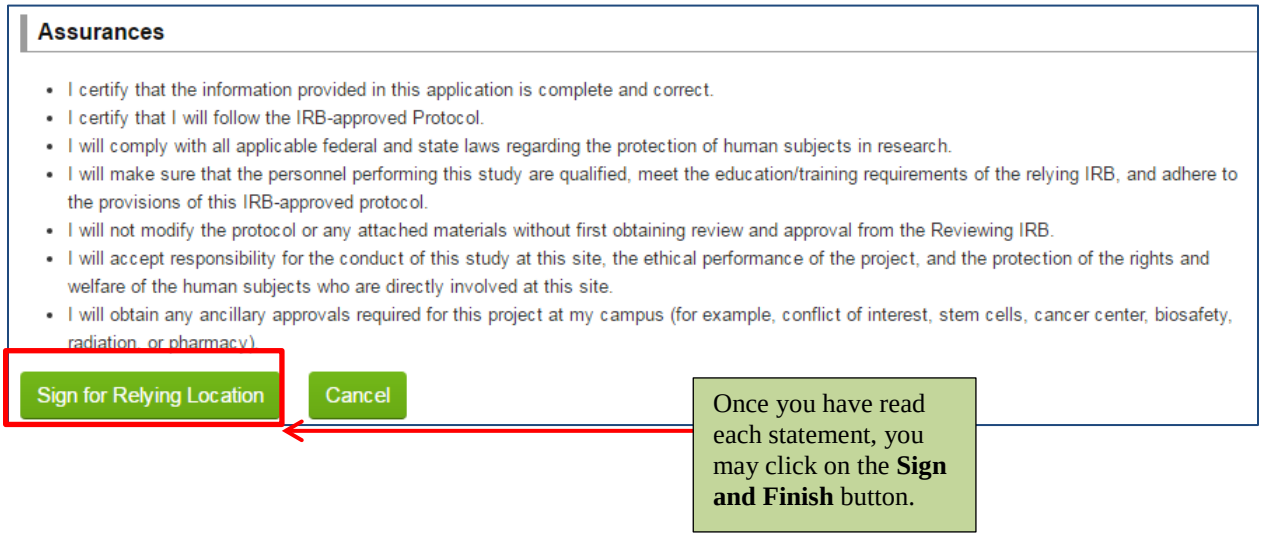

If you do click on "**Add Personnel**", the following fields are required:




Answer "Yes" or "No" to whether you as the Relying Principal Investigator have a conflict of intetered. Answer "Yes" or "No" to whether the portion of the study completed by you as the Relying Principal Investigator uses raditation. **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.



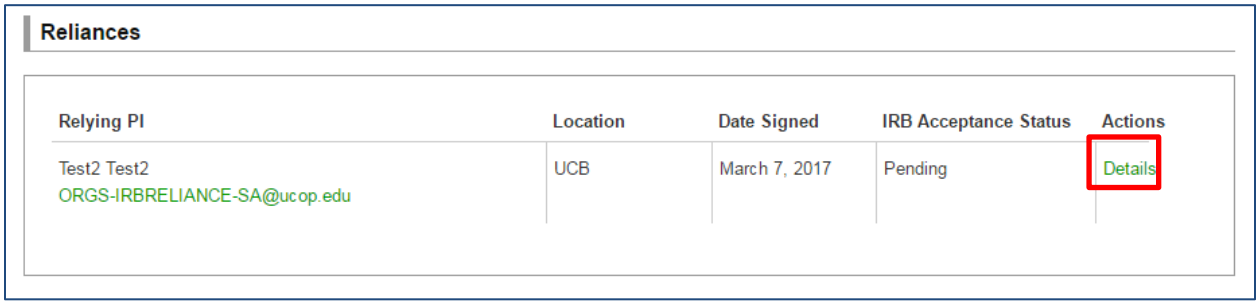
Carefully review the assurances listed at the bottom of the page. Once you have read each statement, you may click on the **Sign and Finish** button. By clicking on the Sign and Finish button, you certify that the information you provided for the study is correct and agree to the statements listed in 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.




**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:


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.




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