How to Create a SMART IRB Reliance Agreement Request

USC is a participating institution of the SMART IRB and prefers to use the SMART IRB on-line platform to execute the study-specific reliance agreement. Below are the steps to complete in iStar and to register the study in SMART IRB:

1. You will need to indicate in iStar section 6d.1.8 under the site that the reliance agreement will be done via "SMART IRB".

2. You will also need to create an account in SMART IRB at https://smartirb.org/reliance/ . Once the USC IRB receives the request, THE USC IRB will grant you access to the platform. You will receive an email notification once your account is activated.

3. Once your account is activated, you will need login to the SMART IRB website at https://smartirb.org/reliance/ and register the study. Guides and tutorials on how to register the study are also available on this site.

4. You will need to enter the study details and the non-USC site information. The title of the reliance request should **include the USC IRB number** and **have the same study title listed in iStar** since the USC IRB will need to verify the information in the reliance request with the information in the iStar study application.

5. The USC IRB will review the reliance agreement request and if the information is accurate and complete, the USC IRB will move the reliance agreement forward. The SMART IRB reliance checklist is attached for your reference.

6. You should also have the non-USC study team contact their IRB. The relying institution's point of contact will receive notification from SMART IRB to access the online system and enter their reliance decision. Each relying institution will follow their own additional processes as needed for reliance documentation.

7. Once the relying institution accepts to rely on the USC IRB, the USC IRB will complete the necessary activities in the SMART IRB online system to execute the agreement.

8. Once the reliance agreements have been completed for each site, you will receive the determination letter for the reliance agreement. The determination letter should be uploaded to iStar section 6d.1.8 for each site listed in the reliance agreement.

NOTE: The relying site(s) cannot be approved by the USC IRB to participate in the study until the reliance agreement has been completed for the site(s) via the SMART IRB platform.

Initiating a reliance request

An investigator, or their designee, can submit a request for IRB reliance. At this time, institutions cannot submit requests on behalf of the investigator.

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

   ☐ 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 (PDFs only):

   - 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.