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| Purpose of form: If not using the SMART IRB Online Reliance System to coordinate and document study-specific reliance arrangements, institutions may use this template to document the Reviewing IRB and Relying Institutions for a study. |

TEMPLATE LETTER

ACKNOWLEDGEMENT OF SITE AGREEMENT TO CEDE IRB REVIEW AND REVIEWING IRB TO PROVIDE OVERSIGHT

This form documents that:

1. [NAME OF REVIEWING IRB INSTITUTION] will serve as the Reviewing IRB for [NAME OF RELYING INSTITUTION] for the study noted below;

and

1. [NAME OF RELYING INSTITUTION] has agreed to cede IRB review to [NAME OF REVIEWING IRB INSTITUTION] for the study noted below.

|  |  |
| --- | --- |
| Study Title: |  |
| Overall PI: |  |
| Relying Site Investigator: |  |

IRB review will be ceded under the SMART IRB Master Common Reciprocal Institutional Review Board Authorization Agreement.

Questions about the IRB review process or study status should be directed to [POINT OF CONTACT EMAIL AND TELEPHONE].

cc: *<Overall PI>*

*<Relying Site Investigator>*