**Review Process When SDSU IRB is the Reviewing IRB for Studies Where UCSD Relies on SDSU for IRB Review.**

1. The SDSU PI submits their IRB proposal for review via iRIS.
2. In order to add UCSD investigators on the IRB Initial Application, the UCSD investigators must request an external iRIS account at: <https://sdsu.imedris.net/Login.jsp?logout=Yes&s=1741198301749>. The SDSU PI must describe the role(s) of the UCSD investigator(s) on the IRB Initial Application. The SDSU study team should include a description of the UCSD investigator’s study activities in the “Research Methods and Design” section of the application.
3. The SDSU IRB includes a completed “Letter of Acknowledgement SDSU Reviews for UCSD” with the IRB submission.

The form can be found at: <https://sdsuedu.sharepoint.com/sites/GRA/res/RA/HRPP/SitePages/Home.aspx>

1. Once the SDSU IRB approves the proposed study, the SDSU PI forwards the IRB approval, IRB-approved documents, including the Initial Application(protocol), and the “Letter of Acknowledgement SDSU Reviews for UCSD” to the study team at UCSD for submission to the UCSD IRB for review.
2. Note: The UCSD IRB Reliance team will require a [Local Context sheet](https://irb.ucsd.edu/researchers/reliancesgeneral.html) to be completed by the SDSU PI. This is a UCSD-specific form. Once completed, the SDSU PI must provide the Local Context sheet to the study team at UCSD. Our office can assist with specific questions on the form; however, the SDSU PI/study team must complete this form given the specifics of the study. **This form may be completed or required earlier in the review-reliance process depending on UCSD requirements.**
3. A Communication Plan for when SDSU is the reviewing IRB must be provided to the study team at UCSD. This form can be found on the “IRB Review-Reliance Process” webpage on the SDSU IRB website.
4. For **all future submissions** (Amendments, Continuing/Annual Review, Adverse and Other Reportable Events), the SDSU study team must forward all of the IRB approvals and IRB-approved documents to their UCSD collaborators.