SMART IRB Review Process When SDSU IRB is the Reviewing IRB for SMART IRB-participating Institutions.

\*Note: There is a different process when UCSD is relying on SDSU for IRB Review

To see if a collaborators institution participates in the SMART IRB agreement and to see an overview of the review-reliance process, go to this link: <https://smartirb.org/reliance/>

1. The SDSU PI (Lead Study PI) requests investigator access at: <https://smartirb.org/reliance/>
2. The SDSU PI creates a reliance request on the SMART Platform and adds the institution(s) that is/are proposed as institution(s) relying on the SDSU IRB for review.
3. Within the Reliance Request on the SMART platform, the SDSU PI uploads the study documents so that the institution(s) proposed as institutions to rely on SDSU IRB for review can determine if the study qualifies for reliance. The Point-of-Contact (POC) from each institution indicates whether or not they agree to rely on the SDSU IRB for review. Note: POC’s can also propose that another IRB serve as the reviewing IRB.
4. The SDSU PI submits the proposal via InfoEd for IRB review and approval.
5. Once the SDSU IRB approves the study, the SDSU IRB provides the IRB approval and all the SDSU IRB-approved documents to the relying study team.
6. The SDSU study team must provide the IRB approval letter and all the IRB-approved documents to their collaborators at the relying institution(s).
7. Remember **all future submissions** (Amendments, Continuing/Annual Review, Adverse and Other Reportable Events) will be reviewed by the SDSU IRB, however, upon review of future submissions, the SDSU study team must forward all IRB approvals and IRB-approved documents to their collaborators at the institution(s) relying on SDSU IRB.

For additional information on the process see the Communication Plan when SDSU is the reviewing IRB.