SMART IRB Review Process When SDSU IRB Relies on another SMART-participating Institution

For an overview of the process, watch the video at this link: <https://smartirb.org/reliance/>

1. The Lead PI from the reviewing IRB creates a reliance request on the SMART Platform.
2. Within the Reliance Request on the SMART platform, the Lead PI uploads the study documents so that the SDSU can determine if the study qualifies for reliance. If so, the SDSU Point-of-Contact (POC) agrees on behalf of the SDSU IRB to rely on the reviewing institution’s IRB for review and approval.
3. Once the study is approved by the reviewing IRB, the SDSU PI must obtain all of the approved study documents and the approval letter from the Lead PI at the IRB-reviewing institution (if the PI at the reviewing institution has not provided them) and forward the document to the Lead IRB analyst (or designee).
4. The SDSU HRPP/IRB Office will create a study record in InfoEd and upload all of the study documents into the study record. Once receipt of the study approval and all of the approved study documents is confirmed. The status of the study record will be set to ‘approved’.
5. The SDSU SMART IRB POC/Lead IRB Analyst (or designee) will advise the SDSU PI of the study record number in InfoEd. (Note: the study number will have –SMT in the number. For example, HS-2025-0001-SMT).
6. Remember all future submissions (Amendments, Continuing/Annual Review, Adverse and Other Reportable Events will be reviewed by the IRB at the reviewing institution.

For future reviews:

1. The SDSU PI will create a review in InfoEd (e.g. Amendment, Continuing Review). Any required fields in the IRB form (e.g. Amendment, Continuing Review, Unanticipated Problem), can be completed by using ‘see attached documents’.
2. The SDSU PI must upload the upload the IRB approval from the reviewing IRB, and any new IRB-approved documents within the submission. Remember to click the submit button in order to route the submission to the HRPP/IRB.
3. The PI will receive confirmation of the submission.
4. Once an IRB Analyst reviews the submission to confirm that all documents and the IRB approval have been submitted, the status of the submission is set to ‘acknowledged’.