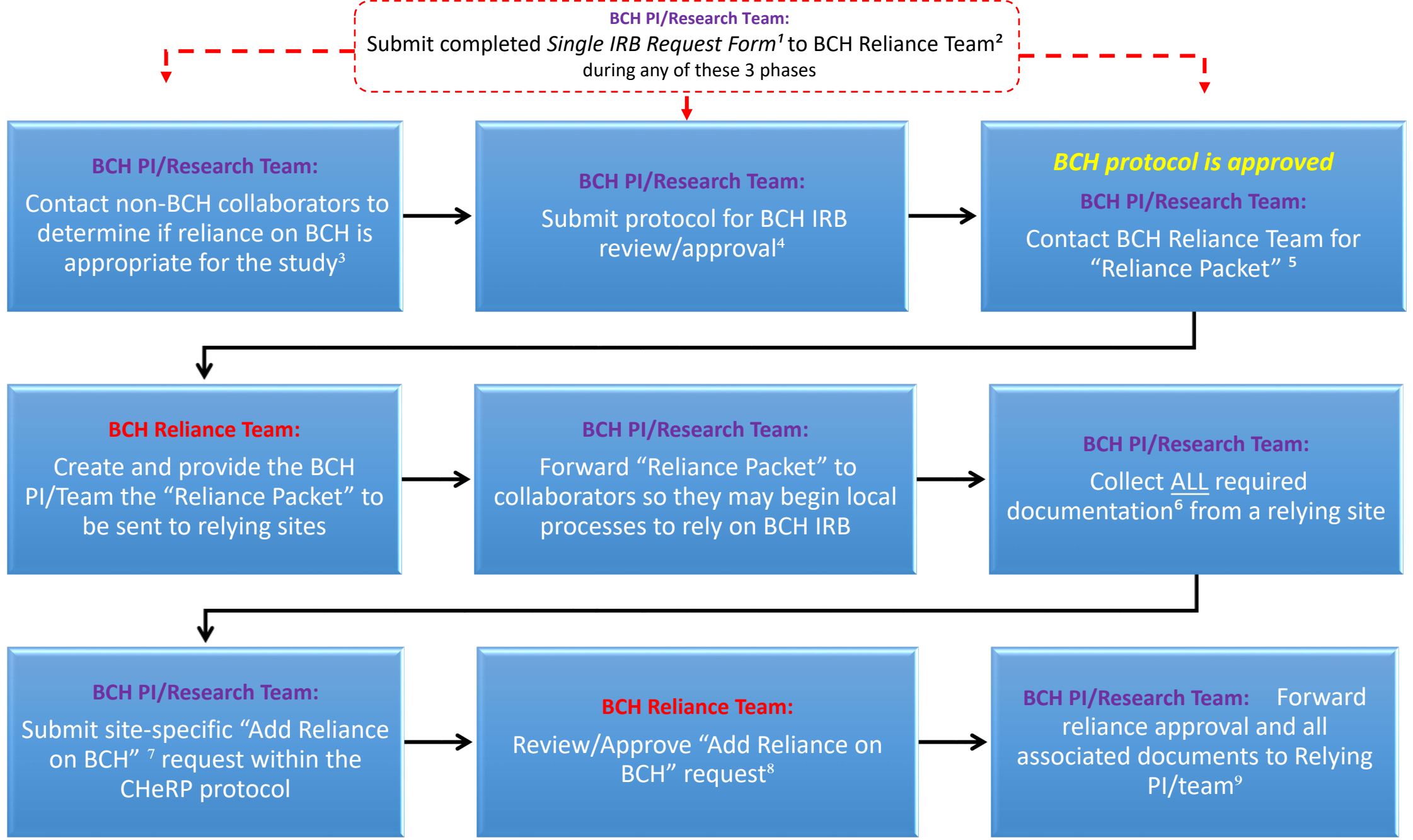


BCH as sIRB Process



~ Please see Legend below ~

Legend

1. BCH IRB site: <https://www.childrenshospital.org/research/irb/reliance-agreements> > [SINGLE IRB REQUEST FORM](#)
2. BCH Reliance Team: sIRB@childrens.harvard.edu
3. BCH recommends non-BCH collaborators speak with their IRB to see if reliance is feasible and inform them the arrangement is forthcoming. Unless the study is federally-funded or the sponsor mandates use of a single IRB, it is an individual institution's decision whether to rely on BCH IRB.
4. When completing protocol for submission, ensure Multi Site SmartForm page explicitly reflects all required relying site details (NOTE the *New Research Activity Limited to Secondary* Use of Biological Material and Data protocol submission type does NOT include the Multi Site SmartForm page).
5. The Reliance Packet created by the BCH Reliance Team may include a local context 'Application', reliance agreement, templates of ICFs and recruitment materials, etc.
6. Required documentation includes: signed reliance document, completed/signed 'Application', templates of consent/assent form(s) and recruitment materials, etc., with tracked site-specific edits.
7. "Add Reliance on BCH" activity/request found within main CHERP protocol where you create an amendment, CR, etc. One "Add Reliance on BCH" should be submitted per relying site.
8. Reliance agreement and approved site-specific forms move to main protocol workspace, found under the "Documents" tab.
9. NOTE this is the BCH PI/Research Team's responsibility [SINGLE IRB PI RESPONSIBILITIES AND GUIDANCE](#) Provide the relying PI/team the Reliance acceptance letter, reliance agreement, and final site-specific materials as applicable