

## How to Create a SMART IRB Reliance Agreement Request

ASU is a participating institution of the SMART IRB and prefers to use the SMART IRB on-line platform to execute study-specific reliance agreements, when possible. A **reviewing institution** is the institution who will be overseeing the study as the IRB of record. A **relying institution** is the institution who will rely on the overseeing IRB.

Below are the steps to complete and register the study in SMART IRB:

1. Create an account in SMART IRB at <https://smartirb.org/reliance/>. Once the ASU IRB staff receives the request, ASU IRB staff will grant you access to the platform. You will receive an email notification once your account is activated.
2. Once your account is activated, you will need to login to the SMART IRB website and register the study. Guides and tutorials on how to register the study are also available on this site and can be accessed using the link below:

<https://smartirb.org/reliance/>

3. Make sure that you review the Reliance checklist, which is available at the link below:

<https://smartirb.org/assets/files/Reliance-Checklist.pdf>

4. You will need to enter the study information and the non-ASU site information. The ASU IRB staff will verify and compare the information in the reliance request (within SMART IRB portal) with the information in the ASU IRB submission in ERA. Make sure that the title of the reliance request includes the ASU IRB number (STUDYXXXX). If the information is accurate and complete, the ASU IRB staff will move the reliance agreement forward. Discrepancies in study information, such as a different study title, may delay the review process.
5. You should also have the non-ASU study team contact their institution's IRB. The relying institution's point of contact will receive a notification from SMART IRB to access the online system and enter their reliance decision. Each relying institution will follow their own processes as needed to enter into and document their reliance.
6. Once the relying institution agrees to rely on the ASU IRB, the ASU IRB staff will complete the necessary activities in the SMART IRB online system to execute the agreement.
7. Once the reliance agreements have been completed for each site, you will receive the determination letter for the reliance agreement. Please upload the determination letter to the ASU IRB submission within the ERA IRB module.

NOTE: If you have questions, contact [research.integrity@asu.edu](mailto:research.integrity@asu.edu).