

## REQUESTING THE USE OF AN EXTERNAL IRB

1. Download the applicable request form posted on the IRB website at:  
<http://www.kumc.edu/human-research-protection-program/institutional-review-board/use-of-external-irbs.html>
2. Create a new study in the KUMC electronic IRB system <https://ecompliance.ku.edu>
3. On the first page of the eIRB submission, Question #7 asks whether an external IRB will act as the IRB of record for the study.
4. When an external IRB is indicated, the investigator will be prompted to provide additional information about the external IRB.
5. Once the external IRB is chosen, the remainder of the eIRB application is significantly shortened. The investigator provides information about funding and study team members and uploads supporting documents prior to submitting the request. The investigator should see a green banner confirming the request has been successfully submitted.
6. IRB staff conduct a pre-review of the proposal. IRB staff confirm that an IRB reliance agreement exists with the proposed external IRB. If none exists, an agreement process is initiated.
7. IRB staff may ask for clarifying information. When required, IRB staff will communicate with the reviewing IRB to provide information they need to review on behalf of KUMC.
8. IRB staff will initiate ancillary reviews that apply to the study, including departmental review, radiation safety committee, conflict of interest committee, etc.
9. When internal approvals are in place, the IRB staff will approve submission to the external IRB.
10. After the KUMC study team has been reviewed by the external IRB and a KUMC-specific consent form has been issued, the investigator returns to the eIRB system and uploads the approval letter and consent form issued by the external IRB.
11. If study documents and outstanding compliance requirements are met, IRB staff will confirm the reliance arrangement and an acknowledgement letter is issued.
12. Once the reliance arrangement is acknowledged in eIRB, and any sponsor or contractual arrangements are finalized, the investigator may proceed with the research.