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	<b>Doc Name: IRB Authorization Agreement</b>	<b>Rev: [2]</b>	

## 1. PURPOSE

To describe the administrative practice required to request the issuance of an IRB Authorization Agreement (IAA) (also known as a Reliance Agreement, Cooperative Agreement, or IRB Memorandum of Understanding (MOU)).

## 2. DEFINITIONS

An IAA is formal document that provides a mechanism for an institution engaged in human subject research to designate the institutional review board (IRB) of another institution as the IRB of Record for one or more human subject research protocols. An IAA is an agreement between the institution(s) that 1) Specifies which institution's IRB will be the IRB of Record for some or all components of a study; and 2) Defines the responsibilities for the IRB and for each institution.

## 3. WORK INSTRUCTIONS

To request an IAA:

1. The PI or his/her designee shall complete all PI relevant portions of the < [CUNY HRPP Form for Selecting the IRB of Record](#) >;
2. The PI or his/her designee will then forward the Form to the Campus HRPP Coordinator for their review and completion;
3. Once the Form is fully complete, the HRPP Coordinators will then forward the fully completed form to: [research\\_agreements@cuny.edu](mailto:research_agreements@cuny.edu);
4. A determination will then be made by the Associate University Provost for Research Administration and Compliance or designee, as to whether CUNY agrees to the acceptance or designation of the IRB review proposed;
5. If approved, the Campus HRPP will then work with the Office of Research in drafting out the IAA and will submit it to all relevant parties for review and signatures;
6. The Campus HRRP coordinator will then send a copy of the fully executed copy of the IAA to be kept on file at the Office of Research, and, if CUNY is the IRB of Record, a copy will become part of the IRB application, according to CUNY record retention policy.

## 4. APPLICABLE REFERENCES

<http://www.hhs.gov/ohrp/assurances/assurances/filasurt.html>  
<http://www.gpo.gov/fdsys/pkg/FR-2015-01-06/pdf/2014-30883.pdf>