Starting a Reliance Agreement in Novelution

1. Under the IRB Module tab, click "Create New IRB Application."
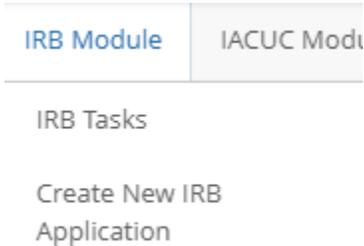
2. Enter the Principal Investigator, Protocol Title and Lay Summary, and Click Continue.

3. Complete the Remaining questions in the Primary Info panel.

4. Add Research Team members (if applicable) by Clicking Add Researcher.

5. In the Review Type Determination panel, Click "no" to the first question, and Yes to "Will an external IRB act as the IRB of record for this study?"

6. Enter the IRB of Record, upload the protocol and relevant documents as well as

Review Type Determination

For any required documents, please verify that you have the latest version. You can download the latest version by clicking on the document icon: 📄

Are you requesting determination for a project lacking immediate plans for involvement of human subjects, their data, or their specimens (for grant proposals only)?* ○ Yes ● No

Will an external IRB act as the IRB of record for this study?* ● Yes ○ No

Indicate IRB of Record* Sanford Health

Protocol* ☁ Drop files here or click to choose

Reliance Agreement ☁ Drop files here or click to choose

Auto-determined Review Type   Reliance agreement

7. Upload any relevant Additional Documents, and Submit for Approval.

SAVE   SUBMIT FOR APPROVAL   ☑ Check Validations

8. The PI will be notified via email that a protocol has been submitted on their behalf, and be provided with a link to approve the protocol submission.