Cooperative Research Agreement Request Form

An Institutional Authorization Agreement (also called a Reliance Agreement) is a document that IRBs use when it is appropriate for one IRB to rely on the review/approval of another IRB. An Agreement is appropriate for some situations and not others. If you would like to request an Authorization Agreement, please complete this form and send it to irb@appstate.edu

Just like an Institutional Authorization agreement that is between two IRBs, Appalachian State University also has an agreement that can be completed between an Individual Investigator that is not affiliated with an IRB and the App State IRB. This agreement binds the individual investigator to App State by having the individual investigator formally agree to abide by all App State rules and regulations. If you would like to request an Individual Investigator Agreement, please complete this form and send it to [irb@appstate.edu](mailto:irb@appstate.edu)

Once an Agreement is deemed appropriate (through this form), you will complete an official Reliance Agreement that is signed by both institutions or an Individual Investigator Agreement that is signed by App State and the individual investigator.

The Reliance Agreement can either be App State’s form or the form by the other institution. Usually the reviewing institution makes the choice regarding the needed form. The Individual Investigator Agreement must be App State’s form

* The **reviewing Institution** is the IRB that will “review and approve” the IRB application/protocol.
* The **relying Institution** is the IRB that will “rely on the review/and approval” of another IRB. This means that the relying institution does not review or approve the project/protocol.



# Name of App State PI(s):

**Name of** <insert name of other Institution> **PI:**

# Cayuse Study Number:

# Project Title:

* I want App State to rely on <insert name of other Institution>’s IRB review/approval
* I want <insert name of other Institution> to rely on App State’s IRB review and approval
* I am requesting an Individual Investigator Agreement between App State and an unaffiliated investigator

# Provide a very brief overview of research methods and population:

Population:

Methods Employed:

1. **Describe the role of App State and/or App State researchers in the project. State the activities that App State researchers will be completing.** *Think about the involvement of App State researchers in funding flow, study design/consultation, recruitment, consenting of participants, collection of data, handling identifiable/re-identifiable data***:**
2. **Describe the role of** <insert name of other Institution>**’s researchers in the project. State the activities that these researchers will be completing. If requesting an Individual Investigator Agreement, discuss the role of the unaffiliated individual investigator.** *Think about the involvement of App State researchers in funding flow, study design/consultation, recruitment, consenting of participants, collection of data, handling identifiable/re-identifiable data***:**

# Does this research project already have IRB approval at an Institution? Provide details:

* + **Institution that provided or will provide IRB approval:**
    - **IRB Approval Record** (usually study number)**:**
    - **Category of Approval** (Exempt, Expedited Category, Full Board)**:**

# Are all researchers listed on this form also noted in the IRB application by the reviewing institution?:

* + **Are all procedures completed by all researchers listed on this form, also noted in the IRB application by the reviewing institution?:**

**5. Funding Source** (do not provide an account number only):

# Best contact phone number to reach App State PI: Best contact e-mail to reach non-App State PI:

**If applicable, IRB office contact for non-App State institution: Name:**

**E-Mail:**

**Phone**: