HRP-802 | 08/07/2025| Author: Huron Consulting Group | Approver: HRPP Director

**SOP: Institutional Profile Management**

1. **PURPOSE**
   1. The purpose of this process is to manage Institutional Profiles.
   2. This process begins when this institution receives new or updated information from another institution/organization that impacts the content of the Institutional Profile.
   3. This process ends when updated information has been communicated to appropriate parties.
2. **REVISIONS FROM PREVIOUS VERSION**
   1. Revised to align with VIRBs, revised logo and header; 5/27/25.
3. **POLICY**
   1. Any substantive changes to an Institutional Profile must be the result of an amended Authorization Agreement. Any non-substantive changes, e.g., contact information updates, do not require an amended Authorization Agreement.
   2. The institution may leverage an existing Institutional Profile to collect information requested in the Institutional Profile SmartForm. For example, Institutional Profiles created for iREX or the SMART IRB platform are acceptable.
4. **RESPONSIBILITIES**
   1. IRB staff carry out these procedures.
5. **PROCEDURE**
   1. If no Institutional Profile exists for a site for which this institution is being asked to serve as the single IRB, or an IRB on which this institution is being asked to rely, proceed to update the Institutional Profile SmartForm with information about the external institution/organization.
      1. Gather this information from any of the following sources:
         1. SMART IRB Agreement online Profile.
         2. IREx Online Profile.
         3. Information included in the IRB Authorization Agreement (IAA).
         4. Direct communication with the Human Research Protection Program (HRPP) of the external institution/organization.
            1. HRP-815 - FORM Institutional Profile can be used to collect this information.
      2. Contact ERA Help to request the VIRBs contact manager create a new Institutional Profile for the new institution.
   2. If a relying site or reviewing IRB provides updated information for an existing Institutional Profile, update the Institutional Profile SmartForm with the information.
   3. If an amended Authorization Agreement is needed, file the updated HRP-815 - FORM - Institutional Profile with the amended Authorization Agreement.
   4. Determine whether the updates impact any existing studies. If so, develop a plan for how to address the impact.
   5. Communicate these updates and any plans to address impacts to appropriate parties as needed.
6. **MATERIALS**
   1. HRP-815 - FORM - Institutional Profile
7. **REFERENCES**
   1. None