HRP-815 | 02/01/2024

**FORM: Institutional Profile**

The purpose of this form is to record information about the Authorization Agreement established with another institution/organization. If there is more than one Authorization Agreement with another institution/organization, indicate so in the fields below, and describe nuances for those agreement in the spaces provided. [[1]](#footnote-1)

**INSTITUTIONAL INFORMATION**

**Institution:** Click or tap here to enter text.

**Institutional Official (IO):** Click or tap here to enter text.

**Point of Contact for questions about an Authorization Agreement or reporting of Non-Compliance or Unanticipated Problem Involving Risks to Subjects or Others (UPIRTSO):** Click or tap here to enter text.

**FWA Number:** Click or tap here to enter text.

**FWA Expiration Date:** Click or tap here to enter text.

**FWA Information (attach any relevant documentation, if applicable):** Click or tap here to enter text.

**IRB Registration information (attach any relevant documentation, if applicable):** Click or tap here to enter text.

**IORG Number:** Click or tap here to enter text.

**Does the institution apply its FWA to ALL research, regardless of funding?**

☐ Yes

☐ No

☐ NA (no FWA)

**Are there institutional components for this FWA?**

☐ Yes – list all component sites: Click or tap here to enter text.

☐ No

**Is this a participating institution with SMART IRB?**

☐ Yes

☐ No

**This Institutional Profile is currently active.**

☐ Yes

☐ No

**QUALITY CONTROL**

Describe the IRB quality control mechanisms in place to ensure the integrity of the IRB-review process at this site.

**Quality control mechanism:**

☐ AAHRPP Accredited

☐ OHRP IRB Self-Assessment

☐ Established QA/QI Program

☐ Other: (specify) Click or tap here to enter text.

Status: Click or tap here to enter text.

Date of most recent review: Click or tap here to enter text.

**AGREEMENTS**[[2]](#footnote-2) **AND COMMUNICATION**

☐ **Is this a master reliance agreement (e.g., NCI CIRB, commercial IRB, reciprocal institution agreement)?**

☐ Yes

Is the reviewing IRB also serving as the Privacy Board?

☐ Yes

☐ No

☐ No

☐ **Authorization Agreement** 1 (Attach agreement separately)

Effective Date: Click or tap here to enter text.

Expiration Date: Click or tap here to enter text.

Notes: Click or tap here to enter text.

☐ **Authorization Agreement 2** (Attach agreement separately)

Effective Date: Click or tap here to enter text.

Expiration Date: Click or tap here to enter text.

Notes: Click or tap here to enter text.

**STUDY SPECIFIC RELIANCE PLANS**[[3]](#footnote-3) **and COMMUNICATION PLANS**

**Communication Plan:** (If not described in the Authorization Agreement, attach HRP-830 Communication and Responsibilities separately.)

Click or tap here to enter text.

**Study Specific Reliance Plan:** (Attach Study Specific Reliance Plan separately.)

**Consent Form Instructions:** Provide site-specific information that must be included in consent forms used at this site.

Click or tap here to enter text.

1. This document satisfies AAHRPP elements I-9, II.5.B [↑](#footnote-ref-1)
2. SMART IRB Agreement need not be uploaded. Use Study Specific Reliance Plan section to upload study specific Letters of Acknowledgement. [↑](#footnote-ref-2)
3. Study Specific Reliance Plans may include the SMART IRB Letter of Acknowledgement, SMART IRB IAA Implementation Checklist, or IREx SSRP. [↑](#footnote-ref-3)