

# SUPPLEMENT Multi-site or Collaborative Research

## PURPOSE and INSTRUCTIONS

Use this SUPPLEMENT to identify any non-UW institutions that are involved in a UW study and that wish to rely on the UW IRB for review instead of obtaining their own IRB review. [HSD’s website](https://www.washington.edu/research/hsd/single-irb/uw-irb-as-a-single-irb/#when) describes when the UW IRB can review on behalf of other institutions. HSD staff will consider these requests on a study-by-study basis and, if UW agrees to review on behalf of the other institutions, will use the information you provide to begin the reliance process with each of the institutions. To prepare for this review, refer to [HSD’s website](https://www.washington.edu/research/hsd/single-irb/uw-irb-as-a-single-irb/steps-in-the-single-irb-review-process-for-initial-applications/) for a description of the IRB review process for multi-site or collaborative research. Consult with HSD at hsdrely@uw.edu if you have questions.

1. **Do not** list institutions who will obtain their own IRB review for their activities.
2. **Do** list institutions with which the UW has a standing reliance agreement if they are involved in the study and if you want the UW IRB to review for them. These include:
* Seattle Children's
* Fred Hutch
* Kaiser Permanente of Washington
* Benaroya Research Institute
* Public Health - Seattle & King County
* Bloodworks Northwest
* Washington Center for Bleeding Disorders
* Northwest Kidney Centers
1. For *individuals* who are *not affiliated* with an institution for the purpose of the research, use the **SUPPLEMENT Non-UW Individual Investigators** instead of this document.
2. To answer a text box question, make sure your cursor is in the gray text field before typing or pasting content.
3. Make sure that you have answered “Yes” to question 6. On the Basic Study Information page in Zipline about UW IRB acting as the IRB of record for other participating institutions.
4. Upload this document to the “Other attachments” section of the Study-Related Documents page in Zipline.

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**Study Title:**

## 1. QUESTIONS

* 1. Name the institution that is serving as the lead site.

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* 1. Name the overall principal investigator(s) for the study. If this is different from the person listed as the principal investigator on the Zipline application, please explain.

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* 1. If there will be a coordinating center or hub other than the UW that will be overseeing the research, provide the institution name and contact information (individual names, email addresses, and phone numbers).

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* 1. Describe whether there will be site specific consent information and, if there is, your plan for generating any site-specific consent materials for this research. Refer to HSD’s guidance on [designing multi-institutional consent materials](https://www.washington.edu/research/hsd/guidance/consent/design/#6) for more information. For example, will you make use of a template for each site to add their site-specific information to or will all sites generate their own materials entirely? Will you use a two-part consent form? The UW IRB will not generate site-specific consent materials or templates for you. HSD reviewers will assess the feasibility of your plan for generating site specific consent materials when considering whether or not UW can review on behalf of the non-UW institutions.

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* 1. **Important note:** *Multi-site and collaborative research in Zipline is only accessible to members of the UW study team with UW NetIDs who have been granted access to the study by the PI or PI Proxy. Relying institution investigators and study teams will not have access to the study in Zipline and will not receive notifications of IRB review outcomes. The UW PI and study team are responsible for submitting all information and materials in Zipline on behalf of relying institution study teams, and for delivering copies of all IRB communications and approval materials to relying institution study teams. This includes initial site review, continuing review if required for the study, modifications, reports of new information, unanticipated problems, etc.*

Describe your plan for coordinating IRB submissions among the relying institutions and for communicating IRB outcomes and approval documents. For example, you might have one designated IRB coordinator on the UW team responsible for collecting and distributing information, establishing a document management system for collecting documents, having regular meetings, etc.

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* 1. List the Non-UW institution(s) that wish to rely on the UW IRB and indicate the ways that the institution(s) will be involved in the research. To add additional rows, highlight a row, right click and select “Insert as New Row”. For assistance, contact hsdrely@uw.edu.

| **Name of Institution** | **Institution Lead Investigator Name**  | **Institution Lead Investigator Email** | **Activities of Institution (check all that apply)** |
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|       |       |       | [ ]  Direct recipient of federal award[ ]  Obtain consent and/or assent[ ]  Perform research procedures[ ]  Administer study interventions [ ]  Obtain, use, or analyze identifiable data and/or specimens[ ]  Other participant contact[ ]  Other responsibilities or roles |
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**Key words:** Multi-site/collaborative research