# UC Reliance Registry Instructions for UC Davis Investigators and Coordinators

To create a new reliance request, follow these steps in the order provided to ensure smooth processing and timely review.

Before beginning the process, ensure that all PIs and coordinators at all UC Campuses who intend to use the UC Reliance Registry have an active account with the Registry. If needed, ask collaborating investigators and/or coordinators to create and activate their account at [https://irbreliance.ucop.edu](https://irbreliance.ucop.edu) by clicking on “Sign up” in the Login Box.

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| 1 | **Create a request and sign**  
Log into the Registry to create a new collaborative study from “My Dashboard”. Add requested information. The research coordinator may enter information into the Registry, but may not sign the attestation on behalf of the investigator. The reliance request will not move forward until the PI signs. | **Wait for notification from the Registry. The investigator or coordinator at the Reviewing campus must initiate the request.**  
Log into the Registry and search for the study using the reliance number. Provide information specific to which activities will be conducted at UC Davis in the fields provided. The research coordinator may enter information into the Registry, but may not sign the attestation on behalf of the investigator. The reliance request will not move forward until the PI signs. |
| 2 | **Add local context and sign**  
Wait for collaborating (relying) PIs to add local context information to the Registry and to sign the reliance assurances before going to Step 3. |  
While review is occurring at the IRB of Record, obtain applicable UC Davis Ancillary Committee approvals. See [http://tinyurl.com/AncillaryReviews](http://tinyurl.com/AncillaryReviews) for more information. **After receiving approval from the Reviewing IRB, human research activities at UC Davis must wait for UC Davis IRB to accept the reliance.**  
Submit to UC Davis IRB:  
- The On-Line UC Davis Initial Review Application;  
- Approval letter from the Reviewing IRB;  
- The approved protocol;  
- The approve consent document(s);  
- Any applicable Ancillary Committee Approval; and  
- The UC Reliance document. A copy can be downloaded from the Registry by clicking the green “print” button on the main study page. |
| 3 | **Submit an application with the reliance document to the IRB**  
Submit an application for review (or amendment) to the IRB. The submission must include a copy of the UC Reliance Request. You may download a copy from the Registry by clicking the green “print” button on the main study page. |  
After receiving approval from the Reviewing IRB, human research activities at UC Davis must wait for UC Davis IRB to accept the reliance.  
Submit to UC Davis IRB:  
- The On-Line UC Davis Initial Review Application;  
- Approval letter from the Reviewing IRB;  
- The approved protocol;  
- The approve consent document(s);  
- Any applicable Ancillary Committee Approval; and  
- The UC Reliance document. A copy can be downloaded from the Registry by clicking the green “print” button on the main study page. |
| 4 | **Review and acceptance by the IRB of Record**  
UC Davis will review the submission with the Reliance Request. The UC Reliance Coordinator will inform all parties of the IRB determinations and update the Registry regarding whether or not UC Davis agrees to serve as the IRB of record.  
The UC Davis PI is responsible for ensuring all relying sites have the most currently approved documents. |  
**Human research activities may not begin at the Relying site until the relying IRB accepts the reliance.**  
Ensure that all relying sites wait for acceptance by the relying IRB before human research commences at the site. |
| 5 | **Acceptance by the Relying IRB**  
**Human research activities may not begin at the Relying site until the relying IRB accepts the reliance.**  
Ensure that all relying sites wait for acceptance by the relying IRB before human research commences at the site. |  
UC Davis IRB will review submitted documents and determine whether to accept or decline the reliance. The UC Reliance Coordinator will update the Registry and send notification to the all parties. |

*If the reliance is declined by either IRB, the UC Reliance Coordinator will contact you with further information.*

**Questions?**  
UC Davis investigators, please contact Reliance Coordinator at [HS-IRBreliance@ucdavis.edu](mailto:HS-IRBreliance@ucdavis.edu). All other investigators should contact their designated IRB Contact person listed at [https://irbreliance.ucop.edu/site/irbs](https://irbreliance.ucop.edu/site/irbs).

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A New Reliance Request: UC Davis is the IRB of Record (Reviewing IRB)
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Before you begin, ensure all PIs at all participating UC sites has an active account with the Registry. Otherwise, there will be technical glitches which will prevent the request from moving forward.

Step 1: Create a Request and Sign (UCD PI)
Go to https://irbreliance.ucop.edu to log into the Registry. Upon successful login, you will see “My Dashboard”.

a) Create a New Collaborative Study: Begin the process by making the appropriate selections under “Create a new collaborative study” and click “Get Started”. The Research Coordinator or PI may initiate the request and enter data

![My Dashboard](image)

   a. **Location**: UC Davis should be the default location. If it is not, select UC Davis as the Location.
   b. **Your Role**: If you are the PI, select “Principal Investigator”. All others will need to select “Research Coordinator”.
   c. **VA**: Per the UC MOU for the UC Reliance Registry, a VA site cannot participate in the UC Reliance Registry system. For assistance or clarification, please contact the UC Reliance Coordinator regarding studies involving the VA.

   The registry will route you according to your role. If you are a research coordinator, you will proceed to the “Assign Principal Investigator” page. If you are a PI, you will skip ahead to the “Assign Research Coordinators” page.

b) Select Reviewing Principal Investigator: Search for the name of the PI in the search box. When you see your PI listed, click on “Invite” in his/her information box. Your PI will be listed under “Assigned Principal Investigator”.

![Select Reviewing Principal Investigator](image)
Click “Next”. You will be taken to the “Assigned Research Coordinators” page.

If you cannot find the PI in the system, it is not recommended to invite the PI through the “Didn’t find who you were looking for” feature due to technical glitches. Instead, cancel the request and restart after the PI has completed registration.

c) Assign Research Coordinator: Search for the name of your coordinator in the search box. When you see your coordinator listed, click on “invite” in his/her information box. Your coordinator will now be listed under “Assigned Principal Investigator”. You may add as many coordinators as you feel necessary. Coordinators will receive automatic notifications from the registry.

Click “Next”. You will be taken to the “Relying Principal Investigators” page.

If you cannot find your coordinator by searching, it is not recommended to invite through the “Didn’t find who you were looking for” feature. Instead, we recommend that you either:

(i) Proceed with completing the reliance request without adding them at this time (you may edit the Registry information after your coordinator has created an active account with the registry); or

(ii) Cancel the request and start over from step 1 after your coordinator has completed registration.
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d) **Assign Relying Principal Investigators:** Search for your collaborating PIs. When you see your collaborating PI listed, click on “Invite for UCXX” in his/her information box. Your collaborator will now be listed under “Assigned Principal Investigator”.

Some investigators are affiliated with more than one campus and will be listed multiple times (once for each campus affiliation). In the above example, there are multiple occurrences of Sandra Jones and Sandy Jones.

Be sure to select the correct record with the correct affiliation. An incorrect affiliation will send notifications to the wrong investigator and IRB which will require corrections to the registry, thus creating delays in processing.

If you see “Invited Reviewing PI” instead of the PI’s first and last name, please contact the IRB Reliance Coordinator. This indicates there is a problem with the PI’s profile which will likely cause glitches, leading to delay in processing the reliance request.
e) **Study Details:** Provide project information as required.
   a. **Study Title:** Generally the study title should be the same as the title used for the IRB application. If different title is to be used, please contact the Reliance Coordinator at HS-IRBreliance@ucdavis.edu to provide the Reliance Number with the Registry Study Title and the IRBNet Number with the IRBNet Project Title to ensure the reliance information and the IRBNet information are linked.
   b. **Primary Awardee Institution:** Identify the primary awardee. Generally, the primary awardee is the IRB of Record. If another UC Campus is the primary awardee, contact the Reliance Coordinator at HS-IRBreliance@ucdavis.edu to discuss whether UC Davis can serve as the IRB of Record.
   c. **Award Information:** Select the applicable funding source
   d. **Name of Sponsor:** Provide the name of the funding source
   e. **Synopsis:** Provide a brief overview of the study
   f. **Committee:** Check the applicable boxes for which ancillary committees this study requires and supply requested information as needed.

f) **Save/Sign:** The research coordinator may enter information into the Registry and save information entered, but may not sign the attestation on behalf of the investigator. The reliance request will not move forward until the PI signs the following assurances by clicking on “Sign and Finish”.

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**Step 2: Add Local Context and Sign (Relying PI)**

Wait for the collaborating (relying) PI(s) to add local context information to the Registry and to sign the reliance assurances before going to Step 3.

**Step 3: Submission to the IRB (UCD PI)**

Submit an application for review (or amendment) to the IRB. Ensure the submission includes:

a) The UC Reliance Document:
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a. Click the green “print” button on the main study page and save a PDF copy of the document to your desktop.
b. Upload the Reliance Document to IRBNet. When uploading to IRBNet, identify:
   i. IRBNet Document Type by selecting “Other”
   ii. IRBNet Document Description by using “UC Reliance Registry Request #XXXX”

b) UC Davis On-line Initial Review Application: Ensure the application includes required information specific to the reliance and the relying site.

a. Section II. Review Information
   i. Select No for whether UC Davis is relying on another IRB.
   ii. Select Yes for whether an external site is relying on UC Davis
   iii. Select Yes for whether the review is part of the UC Reliance (or MOU)
   iv. Enter the UC Reliance Registry Number

b. Section IV. Local Information
   i. Research Setting: Include information about the relying campus
   ii. Resources Available: Include in resource information for the relying campus
   iii. Select Yes for whether this is a multi-site study
   iv. Select Yes for whether any external sites are being used
   v. Add the name of the relying campus and the contact information

Step 4: Review and Acceptance by the IRB of Record (UCD IRB)

UC Davis will review the submission with the Reliance Request. The UC Reliance Coordinator will inform all parties of the IRB determinations and update the Registry regarding whether UC Davis agrees to serve as the IRB of record.

The PI is responsible for sending the most currently approved documents (approval letter, protocol, consent document, investigator brochure, scores, surveys, other subject facing materials, etc.) to relying sites.

Step 5: Acceptance by Relying IRB (Relying IRB)

Human research activities may not begin at the Relying site until the relying IRB accepts the reliance. Ensure all relying sites wait for acceptance by the relying IRB before human research commences at the site. When the relying site accepts the reliance, a notification from the registry will be sent to the PI and listed coordinator(s).

If the proposed relying site declines the reliance, submit an amendment to revise the study documents and the Reliance Registry. Contact the Reliance Coordinator at HS-IRBreliance@ucdavis.edu for assistance and instructions for revisions.