Human Subjects Research – Exempt Collaboration Without Reliance

Application Instructions

* Do not delete or re-format any portion of this application.
* Do not leave any repose fields blank. If a response field if not applicable to your research, please respond as “N/A.”
* Please submit to [irb@wsu.edu](mailto:irb@wsu.edu)
* Please have the subject line read as “Exempt Collaboration without Reliance for Submission”
* If someone other than the WSU PI is submitting this form or corresponding on behalf of the WSU PI, the WSU PI **must** be Cc’d at their WSU email.
* If you have questions regarding the form, please contact our office at [irb@wsu.edu](mailto:irb@wsu.edu).

Background about Collaborative Research

* WSU IRB is responsible for providing IRB oversight for research conducted by faculty, employees and students of WSU. If your research engages outside investigators who are employees or students from external sites, then those investigators would need to seek their own IRB review and approval through the institutions that they are affiliated with for their involvement in the research. For a project certified as exempt, WSU **may\*** accept the exempt determination made by another IRB, or another IRB may accept WSU’s exempt determination without separate IRB review. This form is to request that WSU or another institution informally accepts an exempt determination that was already made.
* **Note:** Acceptance of an exempt determination is not the same as a formal reliance agreement between two institutions, which is required for federally funded, non-exempt collaborative research. If you are requesting a reliance agreement, please complete the Reliance Request Form instead, which can be found here: <https://irb.wsu.edu/forms/>
* **\***Exempt protocols reviewed under Limited IRB Review procedures (Exempt 2.iii or Exempt 3.i.C) require a formal reliance agreement. Informal acceptance of an exempt determination with a Limited IRB Review is not permitted, and a reliance agreement will need to be requested instead.

**Investigator/Study Information**

**Study Title**

[insert text]

WSU Principal Investigator (PI)

Only **one** WSU faculty member or staff member who has a research requirement associated with their position may serve as the Principal Investigator (PI). The PI is ultimately responsible for the conduct of the proposed research. The PI may delegate research responsibilities to other approved [key personnel](https://irb.wsu.edu/research-terminology/) but must maintain oversight and retain ultimate responsibility for the conduct of those to whom they delegate research responsibilities to. Prospective PIs are advised to review the investigator responsibilities outlined in the [HRPP Manual: Section 12](https://irb.wsu.edu/documents/2022/09/hrpp-manual.pdf) prior to serving in this role.

| **Name**  **(First Last)** | **WSU ID #** | **WSU Email** | **WSU Phone #**  **(###)###-####** | **WSU College/Department Affiliation** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Funding**

**Funding Type**

Select all that apply.

N/A – This project is not funded

Federal funding

Non-Federal funding

**Funding Details**

Insert additional rows to table below if needed.

| **Funding Agency Name** | **Grant Title** | **PI listed on Grant** | **Funding/ORSO # for Grant** | **Institution who is primary awardee on grant** | **Institution who is subaward on grant** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

*If applicable, include a copy of* *all grant/contract applications or awards.*

**Type of Exempt Acceptance Requested**

*Please check the box for the option that best applies for the collaborative project.*

I am requesting that WSU accepts another IRB’s exempt determination

I am requesting that WSU reviews for another IRB on an exempt project (another IRB will accept WSU’s exempt determination without formal reliance or separate review)

**Researcher Engagement**

Please describe WSU PI’s engagement on the project below. For example, what will the WSU research team be responsible for on the project? What activities will they be involved in?

[Required field]

Please describe the external investigator’s engagement on the project below. For example, what will they be responsible for on the project? What activities will they be involved in?

[Required field]

**If WSU is accepting another IRB’s review**

CITI Training

If WSU is accepting another IRB’s exemption, the WSU IRB will be responsible for verifying that the WSU investigator has appropriate CITI training completed. The WSU investigator will be responsible for ensuring that all WSU key personnel on the project have completed training as appropriate. If WSU is reviewing for external collaborators, the non-WSU investigators and key personnel will be required to have CITI training completed prior to being approved on the project. Please review the CITI training requirements for WSU investigators here: <https://irb.wsu.edu/training/>

☐ I acknowledge that I am aware of the training requirements and understand the responsibilities regarding required trainings.

**Submission Instructions**

***If WSU is accepting another IRB’s exempt determination, please attach documentation of the review for the collaboration. Below is a list of some types of documentation that WSU IRB may accept, but please note that this is not a definitive list and acceptable documentation will be at the discretion of the compliance specialist reviewing the request.***

* *Exempt Determination Letter (email or letterhead from the IRB granting the determination)*
* *Exempt application submitted to reviewing IRB (unapproved)*
* *Exempt protocol (approved application and materials)*
* *Consent form that lists WSU as an institution or that includes WSU PI’s contact information*
* *Email from the reviewing IRB office agreeing to review for WSU PI*