

Request WU as the IRB of Record

1. Community partners who are collaborating with a WU researcher. (If you would like help in identifying a WU researcher for collaboration, please visit the [ICTS website](#) or contact the ICTS Research Navigator at 314-362-9829.
2. Together the community agency and WU researcher submit an application to HRPO in myIRB.
3. HRPO submission should include a resume or curriculum vitae for each community individual engaged in the study along with a short description of the individual(s) role on the study, a brief description of the community agency and its functions.
4. The HRPO submission is routed to the Education Specialist who forwards the submission to the Associate Director or Executive Director for final determinations regarding which assurance(s) is/are needed.
5. The WU researcher is notified by the Education Specialist regarding which assurance(s) are needed. Assurances that may be needed are:
 - a. Federalwide Assurance (FWA) for the community agency
 - b. Individual investigator agreement (IIA) when only one community individual is partnering with a WU researcher and the community agency is not engaged in the research.
 - c. IRB authorization agreement (IAA) when WU will become the IRB of Record for a given study because the community agency or individual do not have their own IRB.
6. The WU researcher works with HRPO and the community agency partner to complete all necessary paperwork.
 - a. FWA (if applicable) – Education Specialist will work with the community agency and WU collaborator in understanding what is needed to complete the FWA application electronically. Please allow several days for processing.
 - b. Either an Individual Investigator Agreement (IIA) or IRB Authorization Agreement (IAA)
 - i. IIA – Once the proper form of the IIA is determined, the WU researcher will receive the appropriate template from the HRPO. The WU researcher will then forward the template to the community individual to complete and return directly to HRPO. Once returned, the HRPO will then forward this agreement to WU General Counsel who forwards the request to the Dean, School of Medicine. WU researcher will be notified when the IIA is sent to WU General Counsel. Please allow 3 – 4 weeks for processing.
 - ii. IAA – When WU becomes the IRB of Record for a given study, the appropriate version of the IAA for a given study will be sent to the WU researcher by HRPO. The WU

researcher will then forward the agreement to the community agency to complete and return directly to HRPO. Once returned, the HRPO will then forward this agreement to WU General Counsel who forwards the request to the Dean, School of Medicine. WU researcher will be notified when the IAA is sent to WU General Counsel. Please allow 3 – 4 weeks for processing.

c. HRPO will house copies of all documents in an electronic file.

d. A study may not be approved to begin until all needed documents are in place.