

OIA-443 CHECKLIST: External IRB Review Acceptance		
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The purpose of this checklist is to provide support for Office of IRB Administration (OIA) staff conducting final administrative review to issue the reliance acceptance correspondence. This checklist, or equivalent, is to be used. It does not need to be completed or retained.

IRB Number:	
Protocol Name:	
Investigator:	
Funding	
Reviewing IRB:	

Final Administrative Review

- For studies relying on an IRB in which a master services agreement does not exist, a fully executed reliance agreement has been uploaded in the project
- Approval letter from the reviewing IRB for the addition of UCSD/investigator has been uploaded
- Approved (stamped) UCSD-specific study documents (e.g., consent form, recruitment materials) have been uploaded, as applicable
- Confirm that UCSD-specific study documents contain institutionally-required language
- There are no discrepancies between what has been uploaded from the reviewing IRB and information provided in the application
- The investigator is not restricted
- If the study is being reviewed by a commercial IRB, the investigator has completed the investigator attestation
 - N/A, the study is not being reviewed by a commercial IRB

Acceptance correspondence sent to investigator (*OIA-527 TEMPLATE LETTER: Acceptance of Reliance on External IRB*, or equivalent)

OR

Any deficiency in documentation or other item is conveyed to the investigator for reconciliation with criteria for acceptance.