Does the external collaborator’s scope of work meet the OHRP definition of “engaged in research”? See the Chapman IRB collaborations webpage, or the federal guidance for more information.

What is the protocol type?

- Exempt
  - Each investigator must follow their home institution’s requirements for exempt studies

- Expedited / Full Board
  - Is it a federally funded study?
    - Yes
      - Single IRB is required. Does a current Federalwide Assurance cover the collaborator’s organization?
        - No
          - Go through the process of individual agreement
        - Yes
          - Opt for single IRB

    - No
      - Single IRB is optional (i.e., choose to go through each institution’s IRB or follow a single IRB process)

- Complete IRB application as usual. No special action is required to collaborate.

Which institution will be the IRB of record?

- Chapman IRB of Record
  - Submit Cayuse application (expedited or full)

- Chapman as relying institution
  - Submit “Request to rely” application in Cayuse

Each PI should seek IRB approval for their own institution.