



HRP-815 | 2/2/2024

FORM: Institutional Profile

The purpose of this form is to record information about the Authorization Agreement established with another institution/organization. If there is more than one Authorization Agreement with another institution/organization, indicate so in the fields below, and describe nuances for those agreement in the spaces provided.¹

INSTITUTIONAL INFORMATION

Institution: Click or tap here to enter text.

Institutional Official (IO): Click or tap here to enter text.

Point of Contact for questions about an Authorization Agreement or reporting of Non-Compliance or Unanticipated Problem Involving Risks to Subjects or Others (UPIRTSO): Click or tap here to enter text.

FWA Number: Click or tap here to enter text.

FWA Expiration Date: Click or tap here to enter text.

FWA Information (attach any relevant documentation, if applicable): Click or tap here to enter text.

IRB Registration Information (attach any relevant documentation, if applicable): Click or tap here to enter text.

IORG Number: Click or tap here to enter text.

Does the institution apply its FWA to ALL research, regardless of funding?

- ☐ Yes
- ☐ No
- ☐ NA (no FWA)

Are there institutional components for this FWA?

- ☐ Yes – list all component sites: Click or tap here to enter text.
- ☐ No

Is this a participating institution with SMART IRB?

- ☐ Yes
- ☐ No

¹ This document satisfies AAHRPP elements I-9, II.5.B

This Institutional Profile is currently active.

☐ Yes

☐ No

QUALITY CONTROL

Describe the IRB quality control mechanisms in place to ensure the integrity of the IRB-review process at this site.

Quality control mechanism:

☐ AAHRPP Accredited

☐ OHRP IRB Self-Assessment

☐ Established QA/QI Program

☐ Other: (specify) Click or tap here to enter text.

Status: Click or tap here to enter text.

Date of most recent review: Click or tap here to enter text.

AGREEMENTS²

☐ **Is this a master reliance agreement (e.g., NCI CIRB, commercial IRB, reciprocal institution agreement)?**

☐ Yes

Is the reviewing IRB also serving as the Privacy Board?

☐ Yes

☐ No

☐ No

☐ **Authorization Agreement 1** (Attach agreement separately)

Effective Date: Click or tap here to enter text.

Expiration Date: Click or tap here to enter text.

Notes: Click or tap here to enter text.

☐ **Authorization Agreement 2** (Attach agreement separately)

Effective Date: Click or tap here to enter text.

Expiration Date: Click or tap here to enter text.

Notes: Click or tap here to enter text.

STUDY SPECIFIC RELIANCE PLANS³ and COMMUNICATION PLANS

Communication Plan: (If not described in the Authorization Agreement, attach HRP-830 Communication Plan separately.)

² SMART IRB Agreement need not be uploaded. Use Study Specific Reliance Plan section to upload study specific Letters of Acknowledgement.

³ Study Specific Reliance Plans may include the SMART IRB Letter of Acknowledgement, SMART IRB IAA Implementation Checklist, or IREx SSRP.

Click or tap here to enter text.

Study Specific Reliance Plan: (Attach Study Specific Reliance Plan separately.)

Consent Form Instructions: Provide site-specific information that must be included in consent forms used at this site.

Click or tap here to enter text.