Cooperative Research Agreement for Human Subjects Research

Instructions

1. This form is to be used when CSUB will be *engaged* in research (see below) with another institution through collaborative research.
2. Submit this form and required attachments to the CSUB HSIRB via email to Gwen Parnell at gparnell@csub.edu for processing. If you have any questions, please contact Dr. Marianne Wilson, (661-654-2075 or mwilson52@csub.edu).

External Institution Information	
External Investigator's Name:	Email Address:
Phone Number: (including area code)**:**	Other: (if needed)**:**
Name of External Investigator's Institution or Agency:	
FWA# (required):	
Administration Contact Information for External IRB (if applicable):	
Project / Research Title:	
Describe the relationship between your institution and CSUB in this research (required):	

CSUB Information	
CSUB will be the: [ ] Reviewing IRB for both institutions engaged in research. [ ] Relying IRB for both institutions engaged in research.	
CSUB Investigator's Name:	Email Address:
Phone Number: (including area code)**:**	Other: (if needed)**:**

Required Attachments
Required Attachments if CSUB IRB is being asked to **rely on the External IRB**: 1. ☐ Approved protocol from external investigator's home IRB 2. ☐ Approval letter/ Exemption letter from the external investigator's home IRB 3. ☐ Evidence of human subjects protection training certification for all essential personnel
Required Attachments CSUB IRB is being asked to be the **Reviewing IRB**: 1. ☐ CSUB IRB Protocol 2. ☐ Evidence of human subjects protection training certification for all essential personnel
External Institution Authorization
Signature of External Institutional Official: _____ Date: _____ Print Full Name: _____ Institutional Title: _____
CSUB Authorization
Signature of CSUB's Institutional Official: _____ Date: _____ Print Full Name: _____ Institutional Title: _____

CSUB is **ENGAGED** in human subjects research if:

1. CSUB receives an award directly from Health and Human Services that involves conducting human subjects research.

2. Persons affiliated with CSUB engage in any data collection or interaction with humans that meets the definition of human subjects research.

3. Persons affiliated with CSUB obtain the informed consent of human subjects for research purposes.

4. Persons affiliated with CSUB obtain, for research purposes, information or biological specimens from any source that are identifiable.

   If this study **ENGAGES** CSUB in research according to any of the above criteria, the CSUB investigator involved must submit a Cooperative Research Agreement for Human Subjects Research.

The review performed by the designated IRB will meet the human subjects protection requirements of the relying IRB's OHRP-approved FWA. The Reviewing Institution will follow written procedures for reporting its findings and actions to appropriate officials at the Relying Institution. Relevant minutes of IRB meetings will be made available to the Relying Institution upon request. The Reviewing Institution remains responsible for ensuring compliance with the IRB's determinations and with the Terms of its OHRP-approved FWA. This document must be kept on file by both parties and provided to OHRP upon request.