



Crown Family School Institutional Research Board

Federal-Wide Assurance: FWA00005565
IRB Registration Number: IRB00000332

IRB Authorization Agreement

(Reliance on the Crown Family School Institutional Review Board)

This is a joint agreement to accept the Crown Family School IRB as the IRB of Record on behalf of the Relying Institution identified below for named research project.
The IRB Authorization Agreement is required from the Crown Family School IRB when serving as the Reviewing IRB for another institution engaged in a collaborative, non-exempt human subject research project with the University of Chicago.
As the Reviewing IRB, the Crown Family School IRB will extend its Federal-Wide Assurance (FWA) to cover a Relying Institution with or without an FWA, and in addition will follow the Relying Institution's FWA, as applicable.
This IRB Authorization Agreement will expire when the Relying Institution is no longer working on the named University of Chicago research project or upon completion of the University of Chicago named research project.
As the Reviewing IRB, the Crown Family School IRB may terminate this IRB Authorization Agreement in the event that investigators do not comply with regulations or the IRB's determinations, or the IRB Registration, IRB00000332, is no longer active under the University of Chicago FWA00005565
The Crown Family School IRB will provide a copy of an executed version of this IRB Authorization Agreement to federal sponsors or the Office of Research Protections in HHS upon request.

Name of Institution Providing IRB Review

Table with 2 columns: Field (Institution/Organization, IRB Registration #, Federalwide Assurances (FWA)), Value (University of Chicago, IRB00000332, University of Chicago, FWA00005565)

Named Research Project

Table with 2 columns: Field (Title of Research Project, IRB Protocol Number, University of Chicago Principal Investigator (PI), Sponsor or Funding Agency), Value (empty)

Name of Relying Institution relying on the Crown Family School IRB for this specific research project

Table with 2 columns: Field (Relying Institution Name, Address, Phone & Email, Name of Site Investigator(s)), Value (empty)



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<p>1. Does the Relying Institution hold a FederalWide Assurance (FWA) with the federal government?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If Yes, please provide the Relying Institution’s FWA number that covers the Institution’s regular practice of human subjects research: _____</p> <p>If No, please describe whether or not the Relying Institution routinely conducts human subjects research:</p>
<p>2. When applying for the FWA, did the Relying Institution list a University of Chicago IRB as the Reviewing IRB?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, is the University of Chicago IRB the only IRB associated with the Relying Institution’s FWA?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>If the Relying Yes to Question 2, the Relying Institution agrees to immediately disassociate its FWA from the University of Chicago’s Crown Family School IRB on the OHRP website when the specific research protocol(s) listed above ends.</p>	<p>AGREE <input type="checkbox"/></p>
<p>If No to Question 2, the Relying Institution has associated its FWA to the University of Chicago’s Crown Family School IRB in error. The Relying Institution agrees to immediately disassociate its FWA from the University of Chicago’s Crown Family School IRB, regardless of this IRB Authorization Agreement or any other active IRB</p>	<p>AGREE <input type="checkbox"/></p>



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<p><i>Authorization Agreement with the University of Chicago.</i></p>	
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**Reviewing Institution Principal Investigator Responsibilities (at the University of Chicago)**

- Keep an executed copy of this *IRB Authorization Agreement*.
- Conduct the research project within the protocol as approved by the Crown Family School IRB.
- Comply with laws that apply to the protections of human subject’s rights and welfare.
- Obtain the Crown Family School IRB’s approval of proposed change(s) to the protocol prior to initiating the change(s), except where necessary to eliminate apparent immediate hazards to human subjects.
- Report any unanticipated problems involving risk to human subjects, protocol non-compliance or deviations to the Crown Family School IRB, when applicable.
- Forward any progress reports from Relying Institution to the Crown Family School IRB, as applicable
- Provide Site Investigator(s) with:
  - Copies of current and approved versions of research materials, such as the IRB-approved protocol, recruitment scripts, consent and authorization forms, and measurements, as applicable;
  - Notifications of all modifications, amendments, or changes to the protocol; and
  - Notifications of any suspension or termination of protocol approval.

**Relying Institution and Its Site Investigators’ Responsibilities**

- Complete the Relying Institution's training in the protection of human subjects in research, or when applicable, complete the University of Chicago’s educational training in the protection of human subjects in research.
- Conduct the research project within the protocol as approved by the Reviewing IRB, including informed consent and data security procedures as specified by the Reviewing IRB.
- Comply with research site laws on the protections of human subject’s welfare and privacy rights.
- Obtain the Reviewing IRB’s approval of proposed change(s) before initiating change(s) to an IRB-approved research project, except where necessary to eliminate apparent immediate hazards to research subjects.
- Submit to the Principal Investigator at the Reviewing Institution any unanticipated problems involving risks to or complaints from human subjects, any inadvertent loss of research data, or non-compliance issue to the Reviewing IRB.
- Submit financial information regarding research participant compensation to the Principal Investigator at the Reviewing Institution, as applicable.
- Submit information to the Relying and Reviewing Institutions regarding project-specific conflicts of interests of Site Investigators, as applicable.
- End research activities as instructed by the Principal Investigator in the event of a suspension, termination or completion of the research project.
- Submit annual progress reports if continuing review is required by the Reviewing IRB.
- Allow the Principal Investigator at the Reviewing Institution and the Reviewing IRB access to records related to project-specific research of the Site Investigators.



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The Relying Institution and Reviewing Institution officials or representatives signing below agree to the Crown Family School IRB to be the IRB of Record (Reviewing IRB) for the research project referenced above.

**Note: The Crown Family School IRB registration status with DHHS will expire December 31, 2024, and as a result this agreement shall end on December 31, 2024.**

**Signature of Institutional Official at the Relying Institution:**

\_\_\_\_\_ Date: \_\_\_\_\_

Name:

Title:

Address:

Phone Number:

Email:

**Signature of Signatory Official at the University of Chicago:**

\_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Jennifer A. Ponting

Institutional Title: Associate Vice President & Director for Research Administration

Address: 6054 S Drexel Avenue, Suite 300, Chicago, IL 60637-2612

Phone Number: 773-702-8604      Email: [ponting@uchicago.edu](mailto:ponting@uchicago.edu)



THE UNIVERSITY OF  
**CHICAGO**

Crown Family School of Social Work, Policy and Practice  
(Crown Family School)

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**Attachment A**

**Description of all research activities to be conducted by the Relying Institution**