UC Reliance Registry Instructions for UCSB Investigators and Coordinators

To create a new reliance request, follow these steps in the order provided to ensure smooth processing and timely review.

Before beginning the process, ensure that all PIs and coordinators at all UC Campuses who intend to use the UC Reliance Registry have an active account with the Registry. If needed, ask collaborating investigators and/or coordinators to create and activate their account at https://irbreliance.ucop.edu by clicking on "Sign up" in the Login Box.

	When UCSB is the IRB of Record (Reviewing IRB)	When UCSB is relying on another UC IRB (Relying IRB)
1 Create a request and sign	Log into the Registry to create a new collaborative study from "My Dashboard". Add requested information. The research coordinator may enter information into the Registry, but may not sign the attestation on behalf of the investigator. The reliance request will not move forward until the PI signs.	Wait for notification from the Registry. The investigator or coordinator at the Reviewing campus must initiate the request.
2 Add local context and sign	Wait for collaborating (relying) PIs to add local context information to the Registry and to sign the reliance assurances before going to Step 3.	Log into the Registry and search for the study using the reliance number. Provide information specific to which activities will be conducted at UCSB in the fields provided. The research coordinator may enter information into the Registry, but may not sign the attestation on behalf of the investigator. The reliance request will not move forward until the PI signs.
3 Submit an application with the reliance document to the IRB	Submit an application for review (or amendment) to the IRB. The submission must include identification of the UC Reliance Request on the One Tab in the "Correspondence Box" and "Collaborations" section.	While review is occurring at the IRB of Record, obtain applicable UCSB ancillary committee approvals. For more information go to: http://www.research.ucsb.edu/compliance/ ***After receiving approval from the Reviewing IRB, human research activities at UCSB must wait for UCSB IRB to accept the reliance.***
4 Review and acceptance by the IRB of Record	UCSB will review the submission with the Reliance Request. The Human Subjects staff will inform the UCSB PI of the IRB determinations and update the Registry regarding whether or not UCSB agrees to serve as the IRB of record. The UCSB PI is responsible for ensuring all relying sites have the most currently approved documents.	Submit to UCSB IRB: The UC HSC Reliance Application The HSC COI Checklist The approved protocol; The approve consent document(s); Any applicable Ancillary Committee Approval; and The UC Reliance document. A copy can be downloaded from the Registry by clicking the green "print" button on the main study page.
5 Acceptance by the Relying IRB	***Human research activities may not begin at the Relying site until the relying IRB accepts the reliance.*** Ensure that all relying sites wait for acceptance by the relying IRB before human research commences at the site.	UCSB IRB will review submitted documents and determine whether to accept or decline the reliance. The Human Subjects staff will update the Registry and send notification to the all parties.

If the reliance is declined by either IRB, the Human Subjects staff will contact you with further information.

Questions?

UCSB investigators, please contact the Human Subjects Office at hsc@research.ucsb.edu.