**3.2 Single IRB Plan**

*Attach as a PDF file. A sample follows.*

* Name the IRB that will serve as the sIRB of record
* Indicate that all identified participating sites have agreed to rely on the proposed sIRB and that any sites added after award will rely on the sIRB
* Briefly describe how communication between sites and the sIRB will be handled
* Indicate that all participating sites will, prior to initiating the study, sign an authorization/reliance agreement that will clarify the roles and responsibilities of the sIRB and participating sites
* Indicate which institution or entity will maintain records of the authorization/reliance agreements and of the communication plan.
	+ Do not include the agreement(s) or the communication plan(s) documents in your application.
* For Delayed Onset studies, describe how the study will comply with the NIH sIRB policy prior to initiating the study in the [delayed onset study justification](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.500-phs-human-subjects-and-clinical-trials-information.htm#Justification)

**SAMPLE**

**3.2 Single IRB Plan**

The XYZ Institutional Review Board will serve as the single IRB for this study for all participating sites, including the lead site and data coordinating center. All PIs from the identified participating sites have agreed to rely on the proposed sIRB, and any sites added after award will also use the selected sIRB. All participating sites will, prior to initiating the study, sign an authorization/reliance agreement that will clarify the roles and responsibilities of the sIRB and participating sites. The sIRB will maintain records of the authorization/reliance agreements and of the communication plan. IRB Authorization Agreements and other paperwork necessary to document compliance with the NIH single IRB policy are maintained by the designated sIRB. The sIRB will use several mechanisms to communicate with the sites, including website notifications, email, fax responses, phone calls, and direct person-to-person communications as needed.

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