This form should be used when UIUC will be acting as the reviewing IRB for an external site.

Section 1: Study Information:

Please complete the information below.

1) Principal Investigator:

Please enter the name of the UIUC PI (PI listed in **IRB**Online).

2) Protocol Number:

Please enter the Protocol number.

Section 2: Relying Site Information

1) Site Name:

Please enter the name of the site that is being added to this IRB application. (One site per form)

2) Site Principal Investigator:

Please enter the name of the Site Principal Investigator. *This person is responsible for all research activities conducted by the relying site and its employees/volunteers/students/etc.*

3) Site PI Email address:

Please enter the Site Principal Investigator’s email address. *It is the responsibility of the UIUC PI and/or research team to provide the Site Principal Investigator all research documentation and email notifications.* ***IRB****Online will* not *send notifications to non-UIUC individuals.*

4) Select the study procedures that will be conducted at this site:

*Each site may conduct some or all of the study procedures. Ensure that the site’s activities are specifically described in the remainder of the application.*
Choose all that apply.

[ ]  Recruitment

[ ]  Consent/Enrollment

[ ]  Research observation/intervention with participants

[ ]  Data collection

[ ]  Data analysis

[ ]  Other

If Other, please describe:

Click or tap here to enter text.

5) Do you have an enrollment goal or anticipated enrollment number for this site?

Select Yes or No.

[ ]  Yes [ ]  No

If yes, please enter the anticipated enrollment number:

Click or tap here to enter text.

6) Will this site be conducting the study in a way that is different from the other sites in this multi-site study?

For example:

- Enrolling a different/modified population, e.g. adults only when the protocol allows for adults and children

- Recruiting or consenting participants with different methods than described in the main protocol.

- Using a relevant standard of care treatment that differs from the other sites and the main protocol.

- Sharing de-identified data only, when other sites share identifiable data.

Select Yes or No.

[ ]  Yes [ ]  No

If yes, please enter the differences for this site

Click or tap here to enter text.

7) Will you be obtaining data/information from a medical record or entering data/information into a medical record? This includes de-identified health information or Protected Health Information (PHI).

Select Yes or No.

[ ]  Yes [ ]  No

8) Attach Documents

All documents that are specific to this site must be submitted for IRB review and approval (i.e. Consent Documents, Recruitment Materials, etc.). Attach the documents in **IRB**Online, Section 23: Documents in the appropriate section. Make sure the site name is in the file name for the document.