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| The purpose of this checklist is to provide support for IRB staff ceding review to an external IRB. This checklist or equivalent is to be completed and retained. |
| **IRB Number:**  |       |
| **Investigator:** |       |
| **Reviewing IRB:** |       |
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| **Pre-Review**  |
| [ ]  A current, executed Reliance Agreement exists and, as applicable, is uploaded to submission or an electronic archive.  |
| [ ]  The human subject research is minimal risk.Or[ ]  The human subject research is greater than minimal risk and reviewing IRB is accredited by AAHRPP or equivalent body.Or[ ]  The human subject research is greater than minimal risk and reviewing IRB has an internal quality review process to ensure compliance with ethical principles, applicable law and guidance and Director or Associate Director has agreed to cede review.  |
| [ ]  Confirm billing information for IRB review fees as applicable.[ ]  N/A |
| [ ]  The UC Davis Investigator is not Restricted and has completed required training. |
| [ ]  The package includes the following items as applicable: * Initial Review Application
* Protocol
* Subject facing materials
* Investigator Brochures
* Local ancillary approval determinations
* Initial approval letter of the reviewing IRB
* The reliance agreement (when necessary and/or not on file with IRB Administration)
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| **Initial Administrative Review**  |
| [ ]  The informed consent form contains UC Davis required language. |
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| **Administrative Review of Active Research**  |
| [ ]  There is a report of an unanticipated problem involving risk to subjects or others or serious or continuing noncompliance. (Read and follow SOP 058 to ensure reporting requirements are met.)[ ]  N/A – There is no report of an unanticipated problem involving risk to subjects or others or serious or continuing noncompliance. |
| Comments:       |
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| [ ]  Acknowledgement sent to Relying Investigator (the automated message from IRBNet regarding protocol status is adequate). |
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