|  |  |  |  |
| --- | --- | --- | --- |
| Submission Type | **OSU-SPECIFIC SUPPLEMENT** | | |
| External Study ID# (if issued) |  | | |
| Study Title |  | | |
| Principal Investigator |  | Appointment Type[[1]](#footnote-1) |  |
| Email Address |  | Telephone No. |  |
| College or Administrative Office |  | | |
| School |  | | |
| Department, Program, Unit, Center, or Institute |  | | |

*This form is to be utilized if a protocol from an external institution is being submitted in lieu of the OSU protocol template OR when the researcher is requesting that OSU defer oversight to an external IRB.*

1.  **OSU will be the IRB of Record:** If requesting that OSU review documents already under review or

approved by another institution (e.g., protocol approved at collaborating institution), complete and submit this form along with an Initial Application

**-OR-**

2.  **OSU will NOT be the IRB of Record:** Requesting that OSU’s IRB defer oversight to an external institution

a.  OHSU – check all that apply:

Research that recruits and enrolls only OHSU research subjects

Research that is conducted by faculty with joint OHSU/OSU appointments

Applications for which OHSU is either the primary or sub-awardee on a grant or contract

b.  Samaritan Health Services– check all that apply:

SHS is the primary site of interaction with human subjects

SHS employee(s) will be obtaining consent from subjects

SHS employee(s) will be conducting study procedures

SHS is the primary awardee on the grant or contract

c.  Name of other institution:

Name of PI at external institution:

Federal Wide Assurance (FWA) number:

Telephone number and email address for the external IRB:

**3. Role of OSU personnel:**

*Skip to Item 4 if you are also submitting the OSU Initial Application*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Study Team Member(s) | Role in Project | **OSU Email Address** | **Copy on Correspondence** | **Ethics Training Completed** | **Student-driven** (e.g., for thesis or dissertation) |
|  | Principal Investigator |  |  | YesNo |  |
|  |  |  | YesNo | YesNo | YesNo |
|  |  |  | YesNo | YesNo | YesNo |
|  |  |  | YesNo | YesNo | YesNo |
|  |  |  | YesNo | YesNo | YesNo |

**4. Details of OSU involvement:**

*Examples: Data/sample analysis only; recruitment and obtaining consent; conducting all study activities.*

**5. Data/sample transfer and storage procedures at OSU:**

*Examples: All data will be stored in, and accessed via, [insert name of approved cloud server]. All mobile computer systems will be encrypted with at least the 256-bit. All samples are coded and the linked list of identifiers will be stored on a separate local server at the external institution only.*

**6. Explanation of any discrepancies between external protocol and local procedure:**

**7. Funding**

*If funded and the grant or contract is not in Cayuse or was not submitted with the external documents, provide a copy.*

OSU is the Primary Awardee

OSU is the Sub Awardee

Funding is internal to OSU

N/A - Unfunded

Funding source:

Proposal number:

PI on grant/contract:

OSU Cayuse number:

**PRINCIPAL INVESTIGATOR’S ASSURANCE STATEMENT**

I attest that the information contained in this application is accurate and complete.

I agree to notify the OSU IRB immediately of the development of any potential conflict of interest not already disclosed.

I understand that if OSU has deferred oversight to an external IRB, I am responsible for ensuring that the content of the OSU IRB file matches the external IRB’s file within 30 days of any approvals, changes, or other actions.

|  |  |
| --- | --- |
| Study Title: |  |
| Principal Investigator: |  |
| Date: |  |

**Applications will only be accepted if submitted by the Principal Investigator**

**Email completed application and all relevant attachments to** [**IRB@oregonstate.edu**](mailto:IRB@oregonstate.edu)

* File names for all attachments should include the last name of the Principal Investigator, document title, and version date. For example: Smith\_Protocol\_10272009.doc
* All attachments should include the last name of the Principal Investigator, document title, version date, and page numbers.

1. Please see the [FAQ on who may be a Principal Investigator](http://research.oregonstate.edu/irb/who-can-be-principal-investigator-pi) [↑](#footnote-ref-1)