

# Decision Tree Guidance: Agreements/Documentation to be Provided in Association with Submissions to the RFU IRB for Projects Involving Collaborative Research with non-RFU Personnel or non-RFU Facilities

Step 1: Choose Track 1 or Track 2 According to whether non-RFU personnel at secondary facility (site) are formally engaged in the project  
(for assistance see: [engagement checklist](#))

**Track 1:** Personnel at secondary site are formally engaged in the project

**Track 2:** Personnel at secondary site are not formally engaged in the project

Single IRB Review to be Used Based on Federal Funding Requirements or Agreement by RFU & Collaborating Institution(s) to do so  
\*Note: Exempt applications are not eligible for Single IRB Review

Project to be reviewed and approved independently by each institution's own IRB

Facilities or resources of secondary site to be utilized by RFUMS investigators  
(ex. recruitment/data collection to take place at secondary site)

Role of secondary site is limited to study advertisements (ex. posting flyers or sharing recruitment email)

## If Secondary Site is FHCC (Lovell)

See [guidance](#) regarding initial steps to secure Hines/FHCC Research & Development Committee endorsement letter

### Documentation:

1. Signed [endorsement letter](#)
2. Hines/FHCC human subjects research ethics training certificates for FHCC based study personnel

## If Secondary Site is not FHCC (Lovell)

### Documentation :

1. [Investigator or IRB Authorization Agreement](#)
2. Human subjects research ethics training certificates for secondary site(s) personnel

### Documentation:

1. Approval or conditional approval of project by secondary IRB(s) to be provided prior to final approval by RFU IRB

### Documentation:

1. Letter of Support from secondary site(s) confirming support of study activities to take place at the site(s)

### Documentation:

1. No documentation from secondary site needed, however, recruitment materials to be used (emails, flyers, etc.) need to be included in IRB application materials