



Single IRB Applications with RFU IRB Serving as the IRB of Record for RFU and the Lovell Federal Health Care Center Collaborative Research Projects - Investigator Guidance

A reliance agreement is in place that allows for joint research studies with the engagement of Rosalind Franklin University (RFU) and the Lovell Federal Health Care Center (FHCC) to utilize the RFU IRB as the single IRB of record if the project Principal Investigator (PI) is eligible to serve as the PI for RFU IRB submissions. For such a collaborative project, the study team must complete the following steps with respect to securing FHCC approval for the conduct of the project.

1. Upload protocol/RFU IRB application and all necessary related forms for VA review (especially ERDSP, VA 10-250, ICF, HIPAAs, VA Project Cover Sheet) into IRBNet. Please note a consent form to be used with FHCC study participants may be completed using the RFU template as long as VA required content is integrated into the document.

Note: The recognized FHCC PI within IRBNet may be the same individual as the overall project PI if the individual is independently eligible to serve as a PI at both FHCC and RFU. Alternatively, a site PI may be identified to serve as PI for FHCC activities and a separate overall project PI may be identified with respect to the RFU IRB application.

2. Preliminary non-IRB reviews (for privacy, info security, ICF/HIPAA) take place per standard VA policies.
3. Upon addressing any questions/concerns from initial reviewers, the FHCC PI will secure sign off in IRBnet to proceed with securing additional approvals for study conduct.
4. FHCC PI secures approval of Associate Chief of Staff of Research and Development (or equivalent official) via a signed endorsement form (see example). If the Associate Chief of Staff of Research and Development is a member of the study team, the endorsement form should be signed by the FHCC Chief Medical Executive.
5. Protocol and all necessary forms (including endorsement form) are submitted to the RFU IRB by the project PI per standard submission procedures.
6. Upon receipt of approval notification from the RFU IRB, the FHCC PI will upload the approval letter into IRBNet and proceed with obtaining final approval from the Hines/FHCC Research & Development Committee per standard protocols.