1. **ISU Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **ISU PI:** | | **E-mail:** | **Phone:** |
| **Department:** | | | |
| **Contact Person:** |  | **Email:** | **Phone:** |

1. **Non-ISU Collaborator/IRB Information**

|  |  |  |
| --- | --- | --- |
| **Non-ISU PI Name:** | **Institution Name:** | |
| **Phone:** | **E-mail:** | |
| **IRB Contact Person:** | **E-mail:** | **Phone:** |

1. **Study Information**

|  |  |
| --- | --- |
| **Project Title:** | |
| **Funding Agency:** | **Award Number:** |
| **Is ISU the primary recipient of the award? Yes  No** | |
| **Does the Funding Agency/Sponsor require use of a single IRB for the project? Yes  No** | |

1. **Indicate what the ISU agent(s) will be doing:**

|  |  |
| --- | --- |
| **Activity** | **Location (**where will activities take place**)** |
| **Obtain Consent** |  |
| **Access/Analyze identifiable information** |  |
| **Analyze non-identifiable information** |  |
| **Administer Study Procedures** (collect data, samples, interact/intervene with participants) |  |
| **Other:** |  |

1. **Indicate what the non-ISU collaborators will be doing:**

|  |  |
| --- | --- |
| **Activity** | **Location (**where will activities take place**)** |
| **Obtain Consent** |  |
| **Access/Analyze identifiable information** |  |
| **Analyze non-identifiable information** |  |
| **Administer Study Procedures** (collect data, samples, interact/intervene with participants) |  |
| **Other:** |  |

1. **Who is to provide IRB review / serve as the “IRB of Record”?** (If known)

**ISU (Provide IRB #):**

**Non-ISU IRB (Provide IRB Name):**

**Non-ISU Institution FWA #:**

**Non-ISU Institution IRB #:**

**Has the non-ISU IRB Agreed to Serve as IRB of record?  Yes  No  Request Pending**

(Submit IRB approval letter and approved Application/Protocol/Study, recruitment, consent/assent/permission forms with this completed form)

**How to submit:** Complete form can be sent to [IRB@ilstu.edu](mailto:IRB@ilstu.edu) with the subject title “IAA”. In addition to the completed form, all materials that have been reviewed by the IRB of record and the decision letter must be submitted to REC. The REC office will review the request and contact you with the determination. Processing time largely depends on the complexity of the scenario and if all the required documents are received. If you have any questions please contact Jessica at [jllowe@ilstu.edu](mailto:jllowe@ilstu.edu) or 309-438-2529.