**FACILITATED REVIEW INSTRUCTIONS**

**FOR COLLABORATIVE RESEARCH WITH NEIGHBORING FACILITY**

These instructions are for use with studies for which a UConn Health faculty member, or employee intends to collaborate with a neighboring facility ( e.g., Connecticut Children’s Medical Center, Hartford Healthcare, St. Francis Hospital & Medical Center, or UConn Storrs).

**If the PI’s home institution is not UConn Health and the research involves UConn Health patients or PHI, the investigator should contact UConn Health IRB for guidance as UConn Health may require a full review and retain oversight of the research.**

**For new research projects**:

* If your project already has IRB approval from one of the above institutions, you must submit an application for ***Facilitated review*** to UConn Health’s IRB requesting reliance on that IRB.
* If the study has not been approved by an IRB, the investigator should first consult with staff in the UCONN Health IRB to determine if it is appropriate to accept the external IRB as the IRB of record (e.g., UConn Health patients or their PHI is involved).

To request facilitated review, an on-line application must be completed within UConn Health’s iRIS system (<https://imedris.uchc.edu>) and the relevant documents reviewed by the primary IRB must be attached.

Use the [Application Checklist to Request Facilitated Review for Research with Neighboring Facility.docx](https://ovpr.uchc.edu/wp-content/uploads/sites/2568/2018/06/HSPO-Form-ApplicationCheckListLocalCollaborativeAgreements.docx), to gather all the documents required for submission, including but not limited to:

* Copy of the Letter of Approval issue by the IRB of record (if applicable)
* Copy of the Protocol
* Copy of the Application
* Copy of Informed Consent & HIPAA Authorization (if applicable to the study)
* Copy of all pertinent documents submitted with the application for Initial review and approval [e.g., waiver of consent, waiver of HIPAA, Other approved documents (e.g. surveys, recruitment material, and data collection tools)]

**For ongoing research projects** *(which are newly engaging UConn Health)*:

If the study at the neighboring institution (CCMC, HH, SF, or UConn Storrs) is an **ongoing study** and their IRB has been overseeing the research, follow these steps:

1. Complete the online application for facilitated review in the UConn Health [iRIS submission system](https://imedris.uchc.edu/)
2. Use the [Application Checklist to Request Facilitated Review for Research with Neighboring Facility.docx](https://ovpr.uchc.edu/wp-content/uploads/sites/2568/2018/06/HSPO-Form-ApplicationCheckListLocalCollaborativeAgreements.docx), to gather all the documents required for submission, including but not limited to:
	* Copy of the last Continuation approval by the IRB of record site.
	* Copy of the Modification Form submitted to the IRB of record in which they requested approval to add you as Research Team Member.

NOTE: Per [UConn Health policy](https://ovpr.uchc.edu/wp-content/uploads/sites/2568/2015/08/HSPP-CR-Pol-2011-009.1.pdf), you may not begin research activity which engages UConn Health until you have received approval from the IRB of record (e.g., the Institution who approved the study first) **and** obtained confirmation from the secondary site (e.g., UCONN Health IRB) that it will accept the primary site as the IRB of record.

Instructions to build an application for Facilitated review in iRIS are found in the iRIS User manual titled: The Basics for Creating a New Study Submission – Manual 1.  This Manual is under the Help icon in your [iRIS](https://imedris.uchc.edu/) Home page.

**NOTE:**

\*The above instructions apply when Students conduct research approved by UCONN Storrs.

\* For Student, Resident or Fellow Research Approved by the Hartford HealthCare(HHC) IRB or CT Children’s Medical Center (CCMC) IRB or St. Francis (Trinity Health), see instructions [here](https://ovpr.uchc.edu/wp-content/uploads/sites/2568/2021/05/Instructions-StudentResidentFellowResearch_at_HH_or_CCMC.docx).