

**SAN JUAN DE DIOS EDUCATIONAL FOUNDATION, INC.**

**INSTITUTIONAL REVIEW BOARD**

**INSTITUTIONAL RELIANCE AGREEMENT**

**(SJDEFIIRB FORM 2.5)**

This agreement allows **SAN JUAN DE DIOS EDUCATIONAL FOUNDATION, INC. INSTITUTIONAL REVIEW BOARD (SJDEFIIRB)** to act as the Reviewing IRB for another Institution.

**Name of Designated Institution Providing IRB Review (Reviewing IRB)**

SAN JUAN DE DIOS EDUCATIONAL FOUNDATION, INC. INSTITUTIONAL REVIEW BOARD (SJDEFIIRB)

**Name of Institution Relying on the Designated IRB (Relying Institution)**

The Officials signing below agree that the Relying Institution may designate and rely on the SJDEFIIRB for review and continuing oversight of its human subject research described below.

**This agreement is limited to the following specific protocol(s):**

SJDEFIIRB Protocol Number:	
Title of Study:	
Principal Investigator:	
Sponsor/Funding Agency:	

By signing this agreement, both institutions have agreed that the SJDEFIRB will serve as the Reviewing IRB and are agreeing to uphold their individual responsibilities as listed on page 2-3 of this document.

**For SJDEFIIRB:**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Institutional Title

**For the Relying Institution:**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Institutional Title

## Division of Responsibilities

### A. The responsibilities of the SJDEFIIRB are to:

- 1) Maintain a Board membership that satisfies the requirements of the Philippine Health Research Ethics Board (PHREB);
- 2) Make available to the Relying Institution upon request, the SJDEFIIRB Standard Operating Procedures;
- 3) Perform initial reviews, continuing reviews, reviews of submitted reportable events for the ceded research that involve risks to subjects or others, amendments, incidents of serious or continuing noncompliance, and reviews of any other documents as needed to be consistent with the applicable regulations;
- 4) Maintain and make accessible to the Relying Institution the SJDEFIIRB application, protocol reviews, letters to Principal Investigators, approvals and disapprovals, and minutes of the SJDEFIIRB meetings relevant to the protocol;
- 5) Notify the Relying Institution immediately in the event of a suspension or restriction of the SJDEFIIRB's authorization to review studies; and
- 6) Notify the Relying Institution of any SJDEFIIRB policy decisions or regulatory matters that might affect the institution's reliance on SJDEFIIRB reviews or performance of the research at the Relying Institution.

### B. The responsibilities of the Relying Institution are to:

- 1) Provide the SJDEFIIRB with the current names and addresses of a local contact person who has the authority to communicate for the Relying Institution;
- 2) Ensure that the Principal Investigators and other Research Personnel at the Relying Site who are involved in the Research are appropriately qualified and meet the Relying Site's standards for eligibility to conduct Research.
- 3) Maintain policies regarding the disclosure and management of conflicts of interest related to Research and share those policies with the SJDEFIIRB when requested.
- 4) Notify the SJDEFIIRB immediately if there is a suspension or restriction of the investigator at the relying institution;
- 5) Ensure the safe and appropriate performance of the research at the Relying Institution. This includes but is not limited to: monitoring study compliance; reviewing major protocol violations, and any unanticipated problems involving risk to subjects and others that occur at the institution; ensuring a mechanism exists by which complaints about the research can be made by local study participants or others.
- 6) Any actions taken as a result of problems that are identified in these areas should be shared with the SJDEFIIRB;
- 7) Maintain compliance with any additional state, local, or institutional requirements related to the protection of human subjects;
- 8) The Relying Institution may, at any time, choose to change its decision to cede review for the research. In such cases the SJDEFIIRB and Relying Site will work together to facilitate the transfer of IRB oversight with the goal of limiting the potential disruption to the Research. Until the IRB oversight is transferred, the Reviewing IRB will continue to assume oversight