

Overview:

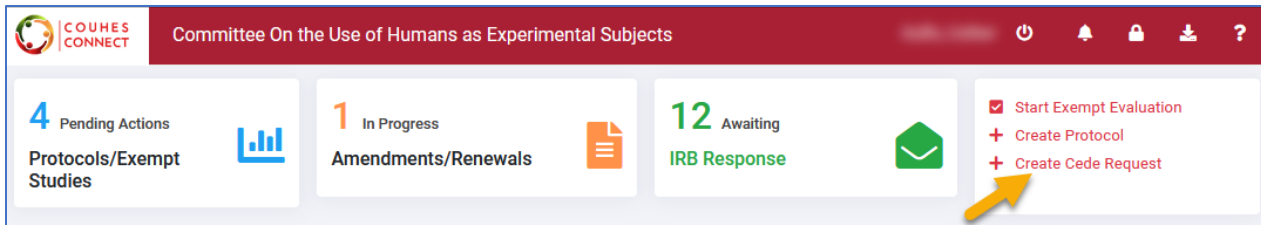
COUHES Connect supports electronic submission of single-IRB requests, replacing the PDF forms previously used. New and existing protocols are affected by this change in COUHES process. COUHES Connect single-IRB submissions do not replace SMARTIRB, reliance agreements or other required documentation to ensure proper oversight. For more information on the submission process and requirements, visit the COUHES website on Single-IRB Review.

For new single-IRB requests with MIT serving as a relying site, investigator must **Create New Cede Request** in COUHES Connect and enter the required information. The request must be submitted in conjunction with the requirements for the relying site.

Procedure: MIT as Relying IRB (ceded)

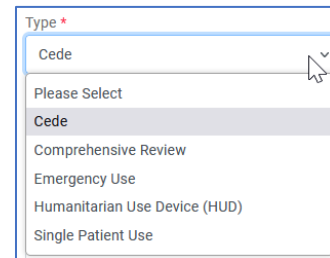
Creating a Relying IRB – Cede Request

1. From your Connect Dashboard, select **Create Cede Request** from the Actions tile:

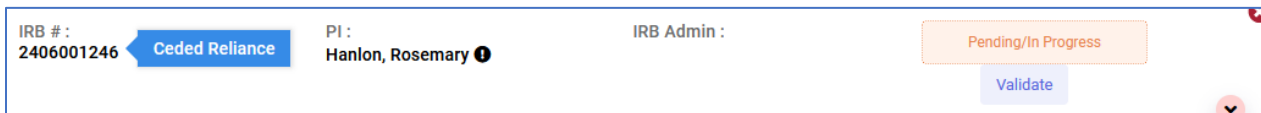


2. The new protocol will present for you to maintain your entries: Complete the **General** section and **Save** to proceed:

- a. Enter the **Title** must match the reviewing site IRB
- b. Select **Type = Cede**
- c. Enter the **Purpose of Study**



Save: The header will update with a protocol ID# with a **Ceded Reliance flag**.



- d. Enter the personnel: **MIT PI, Study Personnel, & Point of Contact**
- e. Enter the **Funding Source**
- f. Enter the **Subjects**-consistent with the approved protocol, noting MIT specific subjects.
- g. Engaged Outside Institution-not required; detail in the Additional Forms Questionnaire
- h. Enter the **Study Details**
- i. Provide the **Attachments** – the approved prime protocol & letter, consent form(s), site specific content

j. Complete the **Additional Forms – Ceded Reliance** questionnaire

General **Additional Forms** Study Details Attachments Permissions Research Team History Actions Certification

Other Information

Questionnaire for Ceded Protocol

1. Provide a brief summary of MIT's role in the proposed study.

4000 characters left. All text beyond the limit will be truncated.

2. Is the study federally funded? ⓘ

Study is not Federally funded.

Study is Federally funded and MIT is the lead institution on the grant/award.

Study is Federally funded and MIT is NOT lead institution on the grant/award.

3. For each site involved in the study, list the lead Principal Investigator, Point of Contact, and indicate if the site will serve as the IRB of record. If the study involves multiple sites, list one site per row. ⓘ

+Add Row

Site	Lead site or Relying site	Lead PI	Point of Contact
No Answers Found			

ⓘ You have 13 unanswered questions. ✕

k. **PI Certification**

3. **Submit** the cede protocol for departmental and subsequent COUHES review.

Related Documentation:

Please see the COUHES website for additional information regarding Single IRB Review:

<https://couhes.mit.edu/single-irb-review>

And FAQ on Single IRB:

<https://couhes.mit.edu/single-irb-review/single-irb-review-faqs>

Getting Help

For protocol process or study related questions, please contact COUHES: couhes@mit.edu

For questions regarding issues with Connect software, email the Support Team at ra-help@mit.edu.