

| SOP: Institutional Profile Management | | | | |
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| NUMBER | DATE | AUTHOR | APPROVED BY | PAGE |
| HRP-802 | 02/18/2022 | Huron | D. Durbin | 1 of 1 |

1 PURPOSE

- 1.1 The purpose of this process is to manage Institutional Profiles.
- 1.2 This process begins when this institution receives updated information from another institution/organization that impacts the content of the Institutional Profile.
- 1.3 This process ends when updated information has been communicated to appropriate parties.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 12/15/21: name of "HRP-815 – FORM – Institutional Profile" changed to "HRP-815 – FORM – SMART Institutional Profile".
- 2.2 12/15/21: changed "Reliance Coordinator" to "IRB staff members assigned to Reliance duties"
- 2.3 12/15/21: added section 8 "Previous Versions"

3 POLICY

- 3.1 Any substantive changes to an Institutional Profile must be the result of an amended Authorization Agreement. Any non-substantive changes, e.g., contact information updates, do not require an amended Authorization Agreement.
- 3.2 The institution may leverage an existing Institutional Profile to collect information requested in the Institutional Profile SmartForm HRP-861 - WORKBOOK - Institutional Profiles. For example, Institutional Profiles created for IREx or the SMART IRB platform are acceptable.

4 RESPONSIBILITIES

- 4.1 The IRB staff members assigned to Reliance duties generally carry out these procedures.

5 PROCEDURE

- 5.1 Update the saved HRP-815 - FORM - SMART Institutional Profile for the institution/organization.
- 5.2 Update HRP-861 - WORKBOOK - Institutional Profiles with the information you included in HRP-815 - FORM - SMART Institutional Profile.
- 5.3 File the updated HRP-815 - FORM – SMART Institutional Profile.
- 5.4 Determine whether the updates impact any existing studies. If so, develop a plan for how to address the impact.
- 5.5 Communicate these updates and any plans to address impacts to appropriate parties as needed.

6 MATERIALS

- 6.1 HRP-815 - FORM - SMART Institutional Profile
- 6.2 HRP-861 - WORKBOOK - Institutional Profiles

7 REFERENCES

- 7.1 None.

8 PREVIOUS VERSIONS

- 8.1 12/15/2021