

## Obtaining Winthrop IRB Approval for Collaborative Research at Multiple Institutions

**If the protocol has been approved or exempted from review by another institutional IRB, you should:**

1. Complete CITI Human Subject training as required by Winthrop University. All members of the research team (both Winthrop and non-Winthrop) must have completed research with human subjects training. Certification of this training for collaborating researchers is required.
2. Complete the Winthrop form for Collaborative Research Approved by Non-Winthrop IRB, available on the GSRD Forms [webpage](#). Sign the form and obtain the approval signature of your Department Chair or College Dean. If you are a student, you must also obtain the approval signature of your faculty advisor.
3. Attach to the Collaborative Research form the entire protocol package approved by the non-Winthrop IRB, the approval or exemption letter issued by the other IRB, and certification of human subjects training for collaborating researchers. Submit this package to the IRB Administrator (Michele Smith, Administrative Assistant of GSRD) via email ([smithmr@winthrop.edu](mailto:smithmr@winthrop.edu)).
4. Once the protocol package is received, you will receive an electronic receipt indicating either that additional information is needed, human subjects training certification is needed, or that the protocol has been forwarded on to the IRB Chair for review.
5. You will be notified via email of the IRB Action on your protocol as either Approved, Exempted, Declined or if additional information is needed.

**If the protocol has not been approved or exempted by another institutional IRB, you should complete all requirements for submitting a study for approval by the Winthrop IRB.**

See "[Steps to Obtain Institutional Review Board Approval of a Research Study](#)" for guidance.

**National Studies** – if your research is part of an on-going national study, you need only submit a letter from the study administrator affirming that the project is being regularly reviewed by a qualified IRB at another institution. This affirmation should provide the following:

1. Name and location of the approving IRB
2. Title of the Research Study
3. Name and location of the Principal Investigator and/or Institution responsible for the conduct of the study
4. Copy of the approval letter for the study

The IRB Chair will review this information and will electronically notify you as to whether the Winthrop IRB accepts the other IRB approval.