



Institutional Review Board

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UMD Kuali-IRB: Guide to a Reliance Agreement Request

Human Research Protection Office

Version 1.0

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The Reliance Agreements Form	3
The Link between IRB Application and the RA Form	3
Complete the Reliance Agreement Form.....	3
Reliance Agreement Request Form	3
Edit Access for Reliance Agreements Form	4
UMD is the Reviewing IRB	5
Entering the Kuali-IRB Application Number	5
IRB Protocol Details	5
Rest of the Section.....	6
Individual Investigator Agreement (IIA)	6
UMD is the Relying Institution	6
Uploading the Reviewing IRB Approval and Study Documents	7
Submit the Reliance Agreement Form	8
Reliance Agreement Review Process	8
Research Team Review.....	8
Principal Investigator Review	8
Faculty Advisor Review.....	8
IRB Office Administrative Review	9
Respond to Modifications	9
IRB Office Re-review/Notification	9
Reliance Agreement Processing	9
New Agreement Decision.....	9
No Agreement Needed	10
Close an Agreement	10
Update an Agreement	10
UMD will accept an external exemption	11
UMD requires UMD IRB Submission	11
Submit an Amendment to an Existing RA Form	11
How to Create + Submit an Amendment	11
Tips.....	12
“Show Changes”	12



Purpose

The purpose of this guide is to provide instructions on how to submit a reliance agreement request via Kuali IRB.

The Reliance Agreements Form

The Reliance Agreements (RA) Form in Kuali-IRB serves many functions. Researchers can receive the following outcomes from a submission:

- New Reliance Agreement - UMD is the Reviewing IRB
- New Reliance Agreement - UMD is the Relying IRB
- New Individual Investigator Agreement
- UMD Acceptance of External Exemption
- Agreement Closure (via Amendment ONLY)
- Agreement Updates (via Amendment ONLY)

The RA Form will replace email communication that was previously required to request an agreement for study collaborations and will help study teams keep track of these collaborations in one place.

The Link between IRB Application and the RA Form

For study collaborations where UMD is the Reviewing IRB, the RA Form will be linked to the IRB Application page. This allows researchers to save all study information - protocol and collaborations in one place. **For each Protocol, there should be only one RA Form.** If additional reliance agreements are needed, the initial RA Form can be amended to request additional agreements.

Complete the Reliance Agreement Form

Link to Kuali-IRB: <https://go.umd.edu/kuali-irb>

Create a new Reliance Agreement Form on the Kuali IRB page. Find guidance based on the sections of the Form below:

Reliance Agreement Request Form

The first section on the reliance agreement form will collect administrative details regarding the study collaboration.



Guide to a Reliance Agreement Request - Version 1.0

Reliance Agreement Request Form			
Reliance Agreement Number 0002	Reliance Agreement Version Number	Created By 1 Rami, Vidhi	Creation Date December 8, 2025
Reliance Agreement Request Version 1.2.0 Submitted to the UMD Reliance Agreement Team IRB Administrators will be able to view saved drafts and submitted applications.			
Who should complete this form? University of Maryland, College Park faculty, staff, and/or students who will collaborate on a study with external investigators.			
When should this form be completed? Please complete this form once the Reviewing IRB has reviewed and approved the study.			
If you have any questions regarding an upcoming collaboration or would like to discuss which collaborating institution should be the Reviewing IRB, please contact relianceagreements@umd.edu .			
UMD Principal Investigator * <input type="text"/> Start typing last name here	UMD Principal Investigator Status * <input checked="" type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Graduate Student <input type="radio"/> Undergraduate Student	Has the study been approved? * <input type="radio"/> Yes <input type="radio"/> No	
UMD PI Lead Department * <input type="text"/> Start typing here	Who is the Reviewing IRB for this Project? * <input type="radio"/> University of Maryland, College Park <input type="radio"/> External Institution <input type="radio"/> I'm not sure who the Reviewing IRB should be.		
IRB Office Use Only ...			

Complete the items as it applies to the study collaboration. Based on your response to the 'Who is the Reviewing IRB for this Project?' question, an additional section will be added to the form.

!!If the study has not yet been approved and you would like guidance on how to best organize your multi-site or collaborative study, please email relianceagreements@umd.edu.

Edit Access for Reliance Agreements Form

Edit Access for Reliance Agreements Form	
Please list all individuals responsible for the reliance agreement submission. *	
Please list the names of the investigators who will require EDIT access to this Reliance Agreements form. Be sure to include the Principal Investigator and the Faculty Advisor (if applicable).	
Everyone included in this list will be able to EDIT + VIEW this form, will receive email notifications regarding requested modifications and final agreements. Only those listed in this field will be able to submit amendments to this reliance agreement submission.	
Please limit this list to 3 editors to prevent investigators from overriding each other's work.	
<input type="text"/> Start typing here	

The next section on the form is the 'Edit Access for Reliance Agreements Form'. Only those included in this field will be able to edit the Form while it is in Draft form and when the Form is returned for researcher revisions.

When working on a draft, researchers can complete this field and click 'Save'. This will share edit access with the individuals listed in this field. They will be able to access this draft by visiting their "Document List" on Kuali.

!!It is crucial that only one person edits the Form at any given time to prevent the risk of overriding each other's responses. Please coordinate with those who have edit access to manage and limit editing to one individual at a time.



Guide to a Reliance Agreement Request - Version 1.0

UMD is the Reviewing IRB

If you selected 'University of Maryland, College Park' to the 'Who is the Reviewing IRB for this Project?' question, this section will appear. If an External Institution is the Reviewing IRB, please move on to the [UMD is the Relying Institution](#) section of this guide

UMD is the Reviewing IRB

Please enter the Kuali-IRB Application Number below. *

You will only be able to see IRB Application Numbers for the protocols you have Edit or Read access to.

Start typing the IRB Application Number here

Please describe the roles & responsibilities for every external investigator listed above. *

Please be sure to indicate whether the investigators will be interacting with participants for the purpose of research and/or working with identifiable data.

ex: Dr. Smith will be collecting data and assisting with data analysis.

Are there any anticipated conflicts of interest (COIs) or financial conflicts of interest (FCOIs) related to this study collaboration? *

Yes
 No

Individual Investigator Agreement (IIA)

If any of the external investigators are:

- affiliated with an institution, OR
- working on this project outside of their professional affiliation,

then please complete this [Individual Investigator Agreement form](#). The PI and external investigator must sign and date the form before uploading it for the IRB Office review & signature.

If you are unsure whether an IIA is needed, please skip the file upload and submit this form for review, and the IRB Office will let you know how to proceed.

File Upload

Select a File

+ Add Another Row

Entering the Kuali-IRB Application Number

In this section, you must first enter the Kuali-IRB Application number of the IRB Protocol associated with this study collaboration. **If the study has not yet been approved, please STOP - only submit this form once the study has been approved.**

!!This form only applies to studies that exist in Kuali-IRB. If your project has not been transitioned to Kuali-IRB and is active in IRBNet, please email relianceagreements@umd.edu to request a reliance agreement.

!!If you cannot find the K-IRB Application number in the dropdown, you may not have the right permissions to submit a reliance agreement form for the IRB Application. Check your IRB Application Document List to find the IRB Application. If you can find the IRB Application in your Document List but not in the Reliance Agreement K-IRB Look Up Dropdown, please email irb@umd.edu.

IRB Protocol Details

Once you have entered the Kuali-IRB Application number for an approved protocol, a table will appear with relevant read-only protocol details such as the Protocol Title, Protocol Review Path, List of Funders, and List of External Investigators. This is pulled from the IRB Protocol and **cannot** be edited via the RA Form.



Guide to a Reliance Agreement Request - Version 1.0

The IRB Office will reference the List of External Investigators section to understand the reliance agreements that are needed for this protocol. **If this table is not up-to-date, please STOP.** Submit an amendment to the IRB Protocol so that this table aligns with the external investigators involved in this project. Guidance on how to submit an amendment can be found [here](#).

Roles and Responsibilities

The rest of the section collects information called the “Roles and Responsibilities” of the external investigators. In order for the IRB Office to determine whether a reliance agreement is suitable for a collaboration, it must know the activities the investigators will be involved in and whether there are any conflicts of interest involved.

Individual Investigator Agreement (IIA)

An IIA is used for an external investigator who may not be affiliated with an institution or an investigator whose institution does not have a Federalwide Assurance (FWA) number. If you know that an IIA will be needed for one or more of the external investigators on your Protocol, please complete the linked IIA form (both the external investigator and the Principal Investigator must sign) and upload the partially completed agreement at the end of this section. The Reliance Agreement specialist will confirm an IIA is appropriate during their review of the submission.

This is the end of the form for when UMD is the Reviewing IRB. Move forward to [Submit the Reliance Agreement form](#).

UMD is the Relying Institution

If you selected ‘External Institution’ to the ‘Who is the Reviewing IRB for this Project?’ question, this section will appear. If UMD IRB is the Reviewing IRB, please change your answer to this question in the “Reliance Agreement Request Form” section and reference the [UMD is the Reviewing IRB](#) section in this guide.

UMD is the Relying Institution	
Name of the Reviewing IRB *	
Is the Reviewing IRB AAHRPP accredited? *	
<small>AAHRPP is the Association for the Accreditation of Human Research Protection Programs, Inc., is the accrediting body of human research protection programs. AAHRPP ensures that HRPPs meet rigorous standards for quality and protection. To earn accreditation, organizations must provide tangible evidence—through policies, procedures, and practices—of their commitment to scientifically and ethically sound research and to continuous improvement. UMD is AAHRPP accredited.</small>	
Relying on an AAHRPP-accredited IRB ensures the reviewing IRB meets accreditation standards. If the Reviewing IRB is not AAHRPP accredited, UMD IRB will ensure the Reviewing IRB provides appropriate human participant protections, given the risks of the research.	
Use this link to determine whether the Reviewing IRB is AAHRPP accredited and to learn more.	
<input type="radio"/> Yes <input type="radio"/> No	
Project Title * <small>Start typing here</small>	
Project Number * <small>Please enter the Reviewing IRB Project Number. You can find this on the approval letter. If there is no IRB Project Number listed on the approval letter, please state N/A.</small>	
Start typing here	
Is there funding for this study? *	
<input type="radio"/> Yes <input type="radio"/> No	
Please list all UMD investigators involved in human subjects research under this project below:	



Guide to a Reliance Agreement Request - Version 1.0

Complete this section as it applies to your study collaboration. Use the description text to help answer the questions.

Please list all UMD investigators engaging in human subjects research under this project below:		
UMD Investigator *	CITI Training *	Provide a short description of their study roles and responsibilities. * <small>?</small>
<input type="text"/> Start typing here	<input type="button" value="Select a File"/>	<p>ex. Dr. Smith will be collecting data and assisting with data analysis.</p> <input type="button" value="Delete"/>

[+ Add Another Row](#)

When completing this table, be sure to list EVERY UMD investigator involved in human subjects research under this project. If this list changes, you may submit an amendment to the Reliance Agreement form.

An investigator is considered to be engaged in human subjects research if they are interacting with participants and/or working with identifiable data. If you are unsure about someone's role in the project, use this [Decision Tool by OHRP](#) to guide you.

CITI Training is required for each UMD investigator engaged in human subjects research. Find more information [here](#).

Uploading the Reviewing IRB Approval and Study Documents

Please upload all relevant study documents for UMD IRB's review and documentation. If the Reviewing IRB shared documents for UMD IRB's completion as part of the reliance agreement process, please upload those as well.

Examples of relevant documents include:

- External IRB Approval Letter (REQUIRED)
- Approved IRB Protocol
- Approved Consent Forms
- External IRB's Reliance Agreement Template (if this has been shared with you)
- External IRB's Local Context Form (if this has been shared with you)

If additional information is needed, the IRB Specialist will let you know at the time of their review.



Submit the Reliance Agreement Form

Click “Submit” in the top-right corner to submit this form to the IRB Office for review. Please note: You will not be able to edit this form unless a reviewer sends the form back to you with requested edits. Please ensure that this submission is accurate and complete before submitting.

Reliance Agreement Review Process

Once the RA Form has been submitted for IRB Review, it may be sent to the Principal Investigator (PI) and/or the Faculty Advisor for their review. This depends on who submitted the form and whether the PI is a student.

Research Team Review

Principal Investigator Review

If the submitter of the form is not the Principal Investigator (PI) of the project, the PI will receive an email from Kuali requesting a review of the application. The PI can open the RA Form for review via the email notification or by finding the RA Form notification in their Action List. If any edits are needed, the PI can make them directly on the application. Once they are satisfied, they should click ‘Approve’ to move forward.

!!After the form has been submitted, researchers cannot edit a Form via the Document List. They must be assigned an action item to be able to make edits via the Action List or their email notification.

In the Action List, the Workflow Step will be RA: PI Approval.

Faculty Advisor Review

If the Principal Investigator (PI) is an undergraduate or graduate student, the Faculty Advisor listed on the application will also receive an email from Kuali to review the application. This email will be sent at the same time as the notification to the PI (if applicable).

The Faculty Advisor will have access to the RA Form but will not be able to make direct edits to it. If the Faculty Advisor has any modifications to suggest, they should note them in a table within the “Advisor Modifications” Page.

If modifications are needed, the application will be returned to the investigators with edit access for revisions. Once the modifications are addressed, researchers should mark the form as complete and the application will be sent to the Advisor for re-review.



If no modifications are necessary and/or when the Advisor is satisfied with the modifications, the application will move forward for IRB Office Review.

IRB Office Administrative Review

Once the reviews by the PI and/or Faculty Advisor have been completed, the IRB Office will receive notification to begin its review. If any modifications are needed, the IRB Office will send the application to the investigators with [edit access](#) for revisions.

Respond to Modifications

An email notification will be sent to the investigators with edit access that the submission requires modifications. The investigators with edit access can click on the "View Task" button in the email to open the submission and begin editing. This task will also appear in their Kuali "Action List". You can find the modifications in the "IRB Office Modifications" section. Once the modifications are complete, click "Mark Complete" in the upper-right-hand corner. You will have the option to leave a comment for the reviewer there.

!!You can only address modifications if the RA Form is opened via the Action List or the email notification.

IRB Office Re-review/Notification

Should the IRB Analyst require additional modifications to the protocol, the form will be sent back to the investigators for edits. If no more modifications are needed, the IRB Office will notify the investigators with edit access which (if any) agreements are needed.

Reliance Agreement Processing

The next steps will vary depending on the agreement(s) that are needed. Review the notification you received from Kuali-IRB at this step and find the corresponding action to understand the next steps:

New Agreement Decision

This action indicates that a new reliance agreement or individual investigator agreement is needed. The UMD IRB Office will begin processing these agreements. The Reliance Agreements team will copy the UMD Lead Investigators on the email communications for their awareness on the progress.

This might take 2 business days or a few months, depending on the responsiveness of the collaborating institution. This part of the RA Form workflow will not be completed until all



required agreements have been executed. However, the form will be updated with the new agreements when they are complete.

When all the required agreements have been processed, the investigators with edit access will receive an email from Kuali IRB notifying them of the finalized agreements.

If UMD IRB is the Reviewing IRB in this situation, the IRB Office will update the “External Investigators” section of the IRB Protocol to document the processed agreements.

No Agreement Needed

If the IRB Office determines that no agreement is needed for the collaboration, the list of investigators with edit access will receive an email from Kuali. The notification will include the reason for this action. No further action is required from the investigators. If investigators have any questions, they can contact the reliance agreements team at relianceagreements@umd.edu.

Close an Agreement

If the IRB Office determines that an agreement needs to be closed, the list of investigators with edit access will receive an email from Kuali with a list of the agreements that will be closed. No further action is required from the investigators. If investigators have any questions, they can contact the reliance agreements team at relianceagreements@umd.edu.

If UMD IRB is the Reviewing IRB in this situation, the IRB Office will update the “External Investigators” section of the IRB Protocol to document the closed agreements.

Update an Agreement

If the IRB Office determines that one or more of the agreements need to be updated, the list of investigators with edit access will be notified that certain agreements need to be updated. The UMD IRB Office will begin processing these updates. The Reliance Agreements team will copy the UMD Lead Investigators on the email communications for their awareness on the progress.

This might take 2 business days or a few months, depending on the responsiveness of the collaborating institution. This part of the RA Form workflow will not be completed until all required agreements have been executed. However, the form will be updated with the new agreements when they are complete.

When all the required agreements have been processed, the investigators with edit access will receive an email from Kuali IRB notifying them of the finalized agreements.



If UMD IRB is the Reviewing IRB in this situation, the IRB Office will update the “External Investigators” section of the IRB Protocol to document the updated agreements.

UMD will accept an external exemption

If the IRB Office agrees to accept an external institution’s exemption, the list of investigators with edit access will receive an email to this effect. No further action is required from the investigators. If investigators have any questions, they can contact the reliance agreements team at relianceagreements@umd.edu.

UMD requires UMD IRB Submission

If the IRB Office reviews an exempt study collaboration and decides that a separate UMD IRB review is needed to proceed, the list of investigators with edit access will receive an email to this effect. Researchers must submit the project for UMD IRB review using the guidance found [here](#). Be sure to only describe the roles of the UMD investigators, as opposed to the entire collaborative research team.

Submit an Amendment to an Existing RA Form

Researchers can amend the RA Form after the first version has been completed. For example, if a UMD Protocol initially involved one external study site but has since evolved to include an additional site, researchers can submit an amendment to request an additional agreement for the protocol.

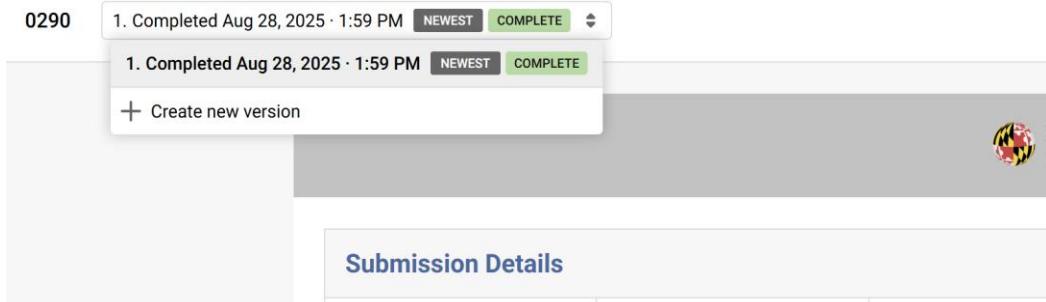
!!Only investigators with edit access to the RA form in the previous version can create a new version of the form.

How to Create + Submit an Amendment

Step 1: To create a new document version in Kuali, locate the RA Form you wish to amend, open it, then find the Version Dropdown in the upper left-hand corner and select “+Create New Version”.



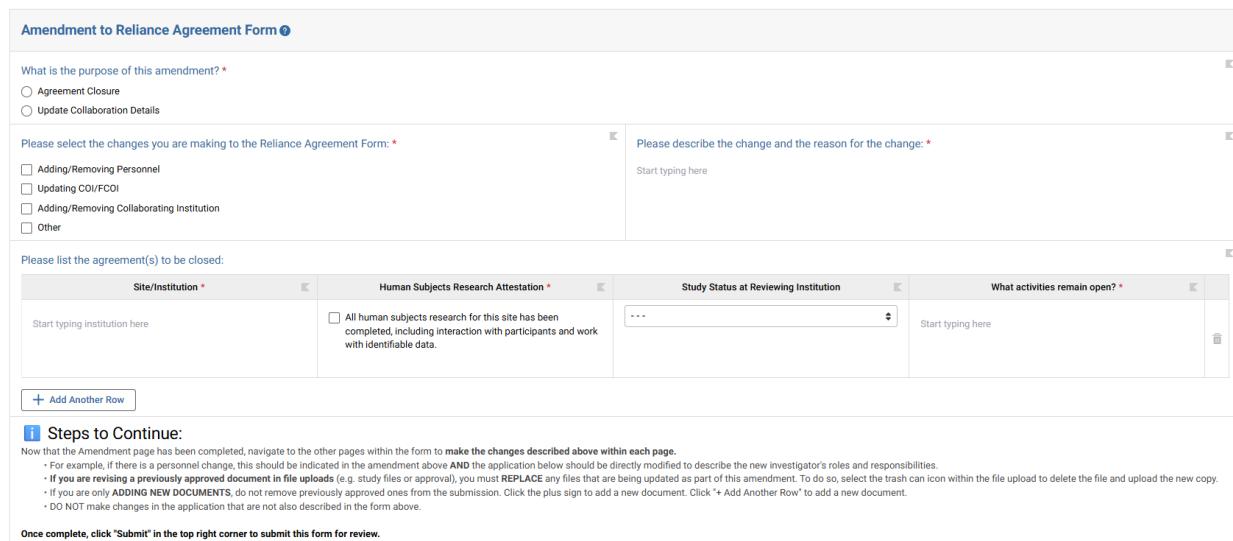
Guide to a Reliance Agreement Request - Version 1.0



Note: A new version can only be created if the existing versions are “Complete”. New versions cannot be created if there is a version marked as “In Progress” or “Draft”.

After clicking “Create New Version,” a new draft of the RA Form will be created, including all the completed fields from the previous submission. In the new version, a new **Amendment** section will be included.

Step 2: Complete the Amendment section as it applies to the changes being requested in this amendment.



Amendment to Reliance Agreement Form

What is the purpose of this amendment? *

Agreement Closure
 Update Collaboration Details

Please select the changes you are making to the Reliance Agreement Form: *

Adding/Removing Personnel
 Updating COI/FCOI
 Adding/Removing Collaborating Institution
 Other

Please describe the change and the reason for the change: *

Start typing here

Please list the agreement(s) to be closed:

Site/Institution *	Human Subjects Research Attestation *	Study Status at Reviewing Institution	What activities remain open? *
Start typing institution here	<input type="checkbox"/> All human subjects research for this site has been completed, including interaction with participants and work with identifiable data.	...	Start typing here

[+ Add Another Row](#)

Steps to Continue:
Now that the Amendment page has been completed, navigate to the other pages within the form to make the changes described above within each page.
- For example, if there is a personnel change, this should be indicated in the amendment above AND the application below should be directly modified to describe the new investigator's roles and responsibilities.
- If you are revising a previously approved document in file uploads (e.g. study file or approval), you must REPLACE any files that are being updated as part of this amendment. To do so, select the trash can icon within the file upload to delete the file and upload the new copy.
- If you are only ADDING NEW DOCUMENTS, do not remove previously approved ones from the submission. Click the plus sign to add a new document. Click “+ Add Another Row” to add a new document.
- DO NOT make changes in the application that are not also described in the form above.

Once complete, click “Submit” in the top right corner to submit this form for review.

Step 3: Once the Amendment Section is complete, continue to the following sections of the RA Form and edit each section as needed.

Step 4: Submit the RA Form for review.

Follow the guidance in the [Submit the Reliance Agreement Form](#) Section and beyond to understand the Researcher and IRB Office Review Process that will be followed.

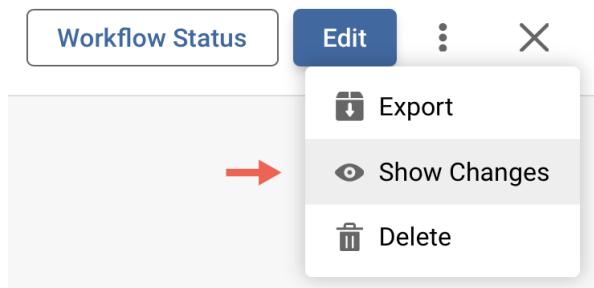


Tips

“Show Changes”

Kuali-IRB includes a feature that allows users to compare changes between versions. This can especially be helpful when teams are submitting an amendment and would like to review the exact changes to the RA Form.

To enable the “Show Changes” feature, a user with Edit Access to the RA Form must open the form via the Document List. The RA Form must have at least 2 versions to use the feature. In the upper right-hand corner of the form, click on the three dots to find the “Show Changes” button.



Once enabled, it will open the Show Changes header where you can select the versions you want to compare, and it will show you added/removed data between the two documents:

You can also toggle the 'Show Changes Only' option in the top header to only show the form fields that have changed in the document:



Guide to a Reliance Agreement Request - Version 1.0

0293 2. Submitted Sep 2, 2025 · 3:01 PM **NEWEST** IN PROGRESS

Show Changes

1. Completed Aug 28, 2025 · 3:31 PM **COMPLETE**

1. Targeted Population *

List the population who you aim to include in the study, only if they are being intentionally recruited.

Pregnant individuals

2. Submitted Sep 2, 2025 · 3:01 PM **NEWEST** IN PROGRESS

1. Targeted Population *

List the population who you aim to include in the study, only if they are being intentionally recruited.

Adults
Pregnant individuals

2. Eligibility Criteria *

Please outline any inclusion and exclusion criteria for participation such as age, sex, race/ethnicity, health conditions.

TEST

2. Eligibility Criteria *

Please outline any inclusion and exclusion criteria for participation such as age, sex, race/ethnicity, health conditions.

TEST - ADDING INFO FOR AMENDMENT

Show Form Show Changes Only X

Workflow Status Edit

You can get out of the 'Show Changes' view by selecting the 'Hide Changes' option in the document menu.

Note: Metadata Kuali fields such as the Version Number and Creation Date will automatically show as a “Change” as these fields update automatically with each version. These changes DO NOT need to be described in the Amendment Application.