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| --- |
| Title on research project: |
|  |
| Names of all researchers on approved protocol: |
|  |
| Name of researcher who will be the primary contact person for Butler’s IRB: |
|  |
| Address of primary contact: |
|  |
| Phone number of primary contact: |
|  |
| Email address of primary contact: |
|  |
| Name of the accredited IRB reviewing protocol: |
|  |
| Address of the accredited IRB: |
|  |
| Phone number of the accredited IRB: |
|  |

This application includes the following attached documentation:

This completed and signed application form, documenting the following:

* A Butler University faculty member, employee, or student is a participating researcher in the project: Yes  No
* The research will be conducted entirely at another institution: Yes  No

Documentation establishing that the institution whose IRB is reviewing the protocol has a current federal-wide assurance with OHRP (total page #:      )

A copy of the letter of approval from the other institution’s IRB (total page #:      )

A copy of the protocol approved by the qualified IRB (total page #:      )

I hereby submit the above information as a request that the Butler University Institutional Review Board acknowledge the approval of the abovementioned research protocol by the above mentioned off-site accredited IRB. To the best of my knowledge, all the foregoing information is a true and accurate representation of the research and the documentation submitted to the off-site accredited IRB.

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |

*Submission instructions: once the application is complete, including all of the required signatures, submit it to the Butler Office of Sponsored Programs electronically as a single PDF file including all necessary backup documentation to* [*IRB@butler.edu*](mailto:IRB@butler.edu)*.*