**Request for Dartmouth College CPHS to Act as Single IRB**

Please complete this form as a first step in the process of requesting Dartmouth College CPHS to act as IRB of record for any other institution. The form may be sent by email to cphs@dartmouth.edu

Contact the [CPHS staff](mailto:cphs@dartmouth.edu) with any questions.

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**Name of the Dartmouth College Principal Investigator:**

**Email:**

**Department:**

**Study Title:**

1. **Funding Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Will Dartmouth College be the primary awardee? \_\_\_\_\_\_\_\_\_

If no, please indicate the primary awardee:­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How many sites/institutions are engaged in human subjects research? **Please note that Dartmouth Health and Dartmouth College are separate institutions.**

Please note that our question refers to engagement in human subjects research under the purview of an IRB as defined by the Office of Human Research Protections in [this guidance](https://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-engagement-of-institutions/index.html).  If you have questions about how this applies to your study, please reach out to CPHS prior to submission of this form.

1. Please list all relying sites, with site PI (if known):
2. Provide a summary of the research to be conducted at Dartmouth and at the relying sites. Please use lay language.
3. Please provide a copy of the protocol (if available)
4. Please note that the lead P.I. has many responsibilities associated with the use of a single IRB. Please review the [Overall Principal Investigator/Lead Study Team Guidance and Checklist](https://smartirb.org/assets/files/PI_checklist.docx) provided by SMART IRB and describe your plan for managing these responsibilities:
5. Please describe the timeline for this request and project, include any deadlines for a decision regarding this request: