

## Cooperative Research Agreement for Human Subjects Research

### Instructions

1. This form is to be used when Sacramento State is *engaged* in research with another institution through collaborative research.
2. Submit this form and required attachments to the Office of Research Affairs electronically to [leah.vargas@csus.edu](mailto:leah.vargas@csus.edu). If you have any questions, please call Leah Vargas, (916) 278-5674 or email.

### External Institution Information

|                                      |                     |
|--------------------------------------|---------------------|
| External Investigator's Name:        | Email Address:      |
| Phone Number: (including area code): | Other: (if needed): |

Name of External Investigator's Institution or Agency:

FWA# (required):

Administration Contact Information for External IRB (if applicable):

Project / Research Title:

Describe the relationship between your institution and CSUS in this research (required):

### Sacramento State Information

Sacramento State will be the:

Reviewing IRB for both institutions engaged in research.

Relying IRB for both institutions engaged in research.

Sac State Investigator's Name:

Email Address:

Phone Number: (including area code):

Other: (if needed):

### Required Attachments

Required Attachments if Sacramento State is **relying**:

1.  Approved protocol from external investigator's home IRB
2.  Approval letter/ Exemption letter from the external investigator's home IRB
3.  Certification of training in human subject research protections for all personnel involved

Required Attachments if Sacramento State is **reviewing**:

1.  Protocol Review Form
2.  Data collection instruments and recruitment materials, consent forms, etc.
3.  Certification of training in human subject research protections for all personnel involved

The review performed by the designated IRB will meet the human subjects protection requirements of the relying IRB's OHRP-approved FWA. The Reviewing Institution will follow written procedures for reporting its findings and actions to appropriate officials at the Relying Institution. Relevant minutes of IRB meetings will be made available to the Relying Institution upon request. The Reviewing Institution remains responsible for ensuring compliance with the IRB's determinations and with the Terms of its OHRP-approved FWA. This document must be kept on file by both parties and provided to OHRP upon request.

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| External Institution Authorization   |
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| Signature of External Institutional Official or IRB Chair:<br>_____<br>Date: _____ |
| Print Full Name: _____ Institutional Title: _____                                  |

| Sacramento State Authorization   |
|--|
| Signature of Sacramento State's Institutional Official or IRB Chair:<br>_____<br>Date: _____ |
| Print Full Name: _____ Institutional Title: _____  |