## 3.2 Single IRB Plan (sIRB)

A close up of a sign

Description automatically generated

***Guidelines***

1. *Required for domestic multi-site studies involving non-exempt human subjects research*
2. ***Format:***
   1. *No page limit*
   2. *Margins min. 0.5”*
   3. *NIH-recommended fonts: Arial, Georgia, Helvetica, Palatino Linotype*
3. ***Content:***
   1. *Address all instructions below*
   2. *Contact UCLA IRB Reliance for guidance before completing:* [*irbreliance@research.ucla.edu*](mailto:irbreliance@research.ucla.edu)
4. *When the form is complete:*
   1. *Remove this box*
   2. *Save file as “3.2 Single IRB Plan”*

**Instructions:**

## NIH Applicants

1. **For NIH applicants, the single IRB plan is no longer required.** Do not provide an attachment. The applicant must provide a statement naming the sIRB of record in the Just-in-Time submission prior to award.

OR

## AHRQ Applicants

1. Describe how you will comply with the NIH Policy on the use of sIRB for multi-site research.
2. Provide the name of the IRB that will serve as the sIRB of Record (Reviewing IRB Institution).
3. Indicate that all identified participating sites have agreed to rely on the proposed sIRB and that any sites added afterward will rely on the sIRB.
4. Briefly describe how communications between sites will, prior to initiating the study, sign an authorization/reliance agreement that will clarify the roles and responsibilities of the sIRB and participating sites.
5. Indicate which institution or entity will maintain records of the authorization/reliance agreements and of the communication plan.
6. Note: Do NOT include the authorization/reliance agreements or communication plan(s).
7. Note: If you anticipate research involving human subjects but cannot describe the study at the time of application, include information regarding how the study will comply with the single Institutional Review Board (sIRB) requirement prior to initiating any multi-site study in the delayed onset study justification.