Title	Transfer of IRB Authority Guideline
Date Created	April 3, 2017

Purpose and Objective
This guideline outlines the process for a Transfer of IRB Authority from another IRB of Record to CHRISTUS Health IRB.

1. Upon receiving the list of current studies, the Office of Human Subjects Research Protection will create a study shell for all research projects.

2. The Office of Human Subjects Research Protection will create user accounts for Principal Investigators, Sub-Investigators and CRC's.

3. The Office of Human Subjects Research Protection will email username and temporary passwords to each research staff member.

4. The Principal Investigators and CRC will receive a letter informing them of the **Transfer of IRB Authority** from the current administrator of the site.

5. The IRB Chair or delegate will send the **Transfer of IRB Authority Sponsor Notification** to each Investigator and the Investigator will forward to the Sponsor.

6. The Principal Investigators and CRC will receive **Subject Transfer of IRB Authority Notification** that will be sent to each subject in the research project.

7. The Principal Investigators, Sub-Investigators or CRC's will complete a new study application. This submission will include the following documents:
   a. Initial Approval letter
   b. Last Continuing Review Approval letter, if applicable
   c. Last Continuing Review application, if applicable
   d. Last Stamped and Approved Protocol
   e. Most recent Investigators Brochure
   f. Last Stamped and Approved Informed Consent
   g. Updated Informed Consent that includes CHRISTUS Health contact information, Authorization to Use and Disclose PHI (WORD Version) and Conflict of Interest information, if applicable.
   h. Principal Investigator Conflict of Interest form
   i. Sub-Investigator Conflict of Interest forms, if applicable
   j. 1572, if applicable
   k. Any other study related documents

l. Curriculum Vitae (signed and dated)
m. License, if applicable
n. CITI Training

8. Upon receiving the submission from the Principal Investigator/CRC's, the research projects will be reviewed and added to the CHRISTUS Health IRB Agenda by expiration date.

9. The Office of Human Subjects Research Protection will set up special IRB meetings, if applicable. The CHRISTUS Health IRB will review up to 5 per meeting.