**Template Letter: Acknowledgement of Site Agreement to Cede IRB Review   
and Reviewing IRB to Provide Oversight**

This form documents that:

1. [NAME OF REVIEWING IRB INSTITUTION] will serve as the Reviewing IRB for [NAME OF RELYING INSTITUTION] for the study noted below;

and

1. [NAME OF RELYING INSTITUTION] has agreed to cede IRB review to [NAME OF REVIEWING IRB INSTITUTION] for the study noted below.

|  |  |
| --- | --- |
| Study Title: |  |
| Overall PI: |  |
| Relying Site Investigator: |  |

IRB review will be ceded under the SMART IRB Master Common Reciprocal Institutional Review Board Authorization Agreement.

Questions about the IRB review process or study status should be directed to [POINT OF CONTACT EMAIL AND TELEPHONE].

cc: *<Overall PI>*

*<Relying Site Investigator>*