

## **Instructions**

### **Collaborating Institution – Institution A – IRB of Record**

If you wish to request your collaborator's institution be named as the IRB of Record (Institution A), designated to oversee the project, (Cornell University in this case is described as (Institution B)). Please complete the abbreviated application form, and submit to the Cornell IRB office along with the following documents:

- 1) The final application form submitted to the collaborating institution's IRB.
- 2) The IRB approval letter for the project from the collaborating institution's IRB.
- 3) All study materials (recruitment, consent form, interview questions, all study instruments) submitted  
as part of the application to the collaborating institution's IRB.
- 4) Please allow a minimum of two weeks for the Authorization Agreement approval and signature  
Process.

February, 2012