1 PURPOSE
   1.1 The purpose of this process is to manage Institutional Profiles.
   1.2 This process begins when this institution receives updated information from another
       institution/organization that impacts the content of the Institutional Profile.
   1.3 This process ends when updated information has been communicated to appropriate parties.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 None.

3 POLICY
   3.1 Any substantive changes to an Institutional Profile must be the result of an amended
       Authorization Agreement. Any non-substantive changes, e.g., contact information updates do
       not require an amended Authorization Agreement.

4 RESPONSIBILITIES
   4.1 The Reliance Coordinator generally carries out these procedures.

5 PROCEDURE
   5.1 Update the Institutional Profile for the institution/organization with the amended Authorization
       Agreement (as applicable).
   5.2 File the updated Institutional Profile with the amended Authorization Agreement.
   5.3 Determine whether the updates impact any existing studies. If so, develop a plan for how to
       address the impact.
   5.4 Communicate these updates and any plans to address impacts to appropriate parties as
       needed.

6 MATERIALS
   6.1 Institutional Profile

7 REFERENCES
   7.1 None.