



SOP: Institutional Profile Management					
NUMBER	DATE	VERSION	AUTHOR	APPROVED BY	PAGE
HRP-802	1/19/18	1	E. Bital	K. Hirani	1 of 1

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.

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6 MATERIALS

- 6.1 Institutional Profile

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Deleted: WORKBOOK: Institutional Profiles (HRP-861)

7 REFERENCES

- 7.1 None.

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