

**SOP: Institutional Profile Management**

NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-802	12/10/2021	F. Conte	K. Viamonte	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 new or 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.
- 2.2 Reconciliation to Huron HRPP Toolkit 4.5, dated 12/10/2021

3 GUIDING PRINCIPLES

- 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.
- 3.2 The institution may leverage an existing Institutional Profile to collect information requested in the Institutional Profile SmartForm. For example, Institutional Profiles created for iREX or the SMART IRB platform are acceptable.

4 RESPONSIBILITIES

- 4.1 The Reliance Coordinator generally carries out these procedures.

5 PROCEDURE

- 5.1 Update the Institutional Profile SmartForm with the amended Authorization Agreement and with the new or updated information about the external institution/organization.
- 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 HRP-861 - WORKBOOK - Institutional Profiles

7 REFERENCES

- 7.1 None.