**Addition to the Memorandum of Understanding (MOU)**

**Regarding IRB Review at the Downtown Campus**

**Template to Document Agreement for Each Application**

**Instructions for the Researcher: Steps to Follow**

1. Complete this authorization agreement and obtain needed signatures and submit it to both IRB chairs (UCF and Valencia College).
2. Follow the steps to submit an application for UCF IRB review (outlined on their Website).
3. Once reviewed and approved by the UCF IRB please send a copy of your application and approval to the Valencia College IRB within two weeks of your approval.

When Valencia College relies on UCF’s IRB:

(1) The Authorization Agreement should be signed in advance by both UCF and Valencia as initiated by the researcher(s). (2) Valencia college faculty researcher(s) are required to send the application and determination from UCF’s IRB to Valencia’s IRB - to be kept on file. Finally (3) Valencia’s IRB Chair should be copied on the determination sent to the Valencia College researcher by the UCF IRB.

Send the minutes for these

**Institutional Review Board (IRB) Authorization Agreement**

**For Review of Valencia College-Related Research by the University of Central Florida (UCF) IRB**

Designated IRB: The University of Central Florida

IRB #: 00001138

FWA#: 00000351

Institution Relying on the Designated IRB: Valencia College

IRB #: 00006823

FWA#: 00022007

The officials signing below agree that **Valencia College** may rely on the designated IRB for review and continuing oversight of its human subjects research described below. This agreement is limited to the following specific protocol(s):

Name of Research Project: \_\_\_\_\_\_\_\_\_\_

Name of Principal Investigator (lead researcher): \_\_\_\_\_\_\_\_\_\_

Sponsor or Funding Agency: \_\_\_\_\_\_\_\_\_\_

Award Number, if any: \_\_\_\_\_\_\_\_\_\_

(\_\_\_) Other (describe): \_\_\_\_\_\_\_\_\_\_

The review performed by the designated IRB will meet the human subject protection requirements of Valencia College’s OHRP-approved FWA. The IRB at the University of Central Florida will report its findings and actions to appropriate officials at Valencia College within thirty days. Relevant minutes of IRB meetings will be made available to Valencia College upon request. Valencia College remains responsible for ensuring compliance with its IRB’s determinations and with the terms of its OHRP-approved FWA. This document must be kept on file by both parties and provided to OHRP upon request.

Relevant changes pertaining to Valencia College researchers and / or any changes to the status of the determination (describe and date here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Signatory Official - UCF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Full Name: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Institutional Title: \_\_\_\_\_\_\_\_\_\_

Signature of Signatory Official - Valencia College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Full Name: Loren Bender Date: \_\_\_\_\_\_\_\_\_\_\_

Institutional Title: Vice President, Business Operations and Finance, Valencia College

**Researcher Next Steps**

1. Please send a copy of this signed form to Valencia’s IRB Chair

Note the date you sent this, here (for your records):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Send a copy of the UCF determination and your UCF IRB application to Valencia’s IRB

Note the date sent you sent this, here (for your records):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail to: IRB@valenciacollege.edu