Starting a Reliance Agreement in Novelution

1. **Under the IRB Module tab, click “Create New IRB Application.”**

2. **Enter the Principal Investigator, Protocol Title and Lay Summary, and Click Continue.**

3. **Complete the Remaining questions in the Primary Info panel.**

4. **Add Research Team members (if applicable) by Clicking Add Researcher.**

5. **In the Review Type Determination panel, Click “no” to the first question, and Yes to “Will an external IRB act as the IRB of record for this study?”**

6. **Enter the IRB of Record, upload the protocol and relevant documents as well as**
7. Upload any relevant Additional Documents, and Submit for Approval.

8. The PI will be notified via email that a protocol has been submitted on their behalf, and be provided with a link to approve the protocol submission.