Investigators are encouraged to review the Penn/CHOP Cooperative Agreement and Determination Form information on the types of studies that are eligible for consideration under the agreement.

**For new studies,** if the study in question meets one of the scenarios as described on the Determination Form, the investigator should complete the initial IRB specific submission with the Determination Form included. Please submit the application packet to the IRB which is requested to serve as the IRB of record. Please complete the form by including the name of the investigator at each site and checking the appropriate box on the form for the scenario that is most appropriate. The Summary for Scenario Selection should include a brief statement of the study purpose, procedures at each institution, and participating personnel at each institution including their role in the study. The form must be signed by the PI at the requested IRB of Record.

The initial review by the requested IRB of Record will be completed; consideration of the Cooperative agreement will occur as soon as the initial review is complete and documents finalized.

If Penn is the IRB of record, the investigator will be sent the signed Penn CHOP Determination Form; once received, the investigator should complete an initial electronic application to the CHOP IRB which includes the signed Determination Form, Penn approval letter for the study itself, consent/HIPAA Authorization and protocol.

If CHOP is the requested IRB of Record, the investigator should send a copy of the Determination Form once signed by CHOP, CHOP approval letter, Informed Consent/HIPAA and the protocol to the Penn IRB.

The PI will be notified by both institutions if and when the agreement is finalized. Continuing Reviews and Modifications are only required to be submitted to the IRB of Record through the life of the study.

**For existing studies,** consideration of the Cooperative Agreement can take place at any time. The Cooperative Agreement Form should be submitted to the requested IRB of Record with the signature of the current PI at that institution. Please complete the form by including the name of the investigator at each site and checking the appropriate box on the form for the scenario that is most appropriate. The Summary for Scenario Selection should include a brief statement of the study purpose, procedures at each institution, and participating personnel at each institution including their role in the study.

The PI will be notified by both institutions if and when the agreement is finalized. Continuing Reviews and Modifications are only required to be submitted to the IRB of Record through the life of the study.

For further assistance, please contact the requested IRB of Record.