

University of Rochester	Office for Human Subject Protection		
	Research Subjects Review Board	Effective Date: 09/14/2022	
	IRB Reliance and Collaborative Research	Policy 504	Version: 3.1

POLICY

1. Purpose

Establish the requirements when University of Rochester (UR) researchers collaborate with an unaffiliated institution(s) or Investigator(s) to ensure UR ethical, regulatory and institutional requirements for the protection of human subjects are met. Reliance can pertain to either:

- the unaffiliated institution(s) or Investigator(s) deferring Institutional Review Board (IRB) review to the UR Research Subjects Review Board (RSRB);
- or,*
- the RSRB deferring to another IRB (institutional IRB or independent IRB).

2. Scope

This policy applies when a UR employee or agent conducting expedited or convened board review human subject research requests that the UR become the Reviewing IRB for an unaffiliated institution or investigator, or when the RSRB defers to another IRB.

- As confirmation of not human subject research and exemption are institutional responsibilities, not IRB responsibilities, this policy is not applicable to this type of research.

3. Definitions

- 3.1. *Reliance or IRB Authorization Agreement* – A formal, written document that provides a mechanism for an institution engaged in research to delegate IRB review to another IRB, such as an independent IRB or another institution's IRB, and document respective authorities, roles, responsibilities, and communication between the Reviewing IRBs and Relying Institutions. The agreement may apply to a single study or to certain categories of studies. Institutions may use different descriptive terms, e.g., reliance agreement, cooperative agreement, IRB authorization agreement (IAA), or memorandum of understanding (MOU).
- 3.2. *Relying Institution* – The Institution that delegates the responsibility of IRB review and approval to another IRB.
- 3.3. *Reviewing IRB* – The IRB designated to review and approve human subject research as per 45 CFR 46.111 and in accordance with the Reliance Agreement. This can either be another institutional IRB or an independent IRB.
- 3.4. *Unaffiliated Institution* – An entity or organization that is external to the University of Rochester (e.g., another academic institution, another medical center or hospital, advocacy group).

University of Rochester	Office for Human Subject Protection		
	Research Subjects Review Board	Effective Date: 09/14/2022	
	IRB Reliance and Collaborative Research	Policy 504	Version: 3.1

- 3.5. *Unaffiliated Investigator* – A researcher who is not an employee or agent of the University of Rochester (e.g., private practice practitioner, faculty or staff at another academic institution or medical center).

4. References

- 4.1. HHS 45 CFR 46.103(e) and [OHRP Step-by-Step Instructions for Filing a Federalwide Assurance](#); [OHRP Guidance on Extending an FWA to Cover Collaborating Investigators](#)
- 4.2. [Policy 104 Institutional Conflict of Interest](#);
[Policy 201 Education Program](#);
[Policy 301 RSRB Scope and Authority](#)
[Policy 302 RSRB Membership and Composition](#)
[Policy 303 Board Member Conflict of Interest](#)
[Policy 501 Levels of RSRB Review](#)
[Policy 503 Ancillary Committee Reviews](#);
[Policy 505 Departmental Scientific and Resource Review](#);
[Policy 801 Reporting Research Events](#)
[Policy 901 Investigator Responsibilities](#);
[Policy 902 Investigator Financial Conflict of Interest](#);
[Guideline for Human Genomic Data Sharing](#);
[Guideline and Flow Charts When UR is the Reviewing IRB](#);
[Guideline and Flow Chart When UR Relies on Non-UR IRB](#);
[Guideline for Principal Investigator Oversight for Multi-Site Research \(RSRB is the Reviewing IRB\)](#)
[University of Rochester IRB Reliance Request Form](#)

5. Responsibilities

- 5.1. The OHSP Director is responsible (as delegated by the Institutional Official) for deciding when the UR will become the Reviewing IRB for an unaffiliated institution or investigator, or when the UR will defer to another IRB. The OHSP Director may consult with the RSRB Director, as appropriate. These determinations are reviewed on a regular basis with the Institutional Official.
- 5.2. The UR Investigator is responsible for submitting a request through the *University of Rochester IRB Reliance Request Form* for the UR to become the Reviewing IRB for an unaffiliated institution or investigator, or for the UR to defer to another IRB.
- 5.2.1. When the UR has a master reliance agreement in place with an independent IRB, this request is not required.
- 5.3. The Reviewing IRB is responsible for the review and approval of research (including initial and continuing review, and review of modifications) according to the authority granted under applicable federal regulations, state laws, and the policies and procedures

University of Rochester	Office for Human Subject Protection		
	Research Subjects Review Board	Effective Date: 09/14/2022	
	IRB Reliance and Collaborative Research	Policy 504	Version: 3.1

of the Reviewing IRB. Additional responsibilities include, but are not limited to, the following:

- 5.3.1. Indicating the contact person and providing contact information for the Reviewing IRB.
- 5.3.2. Providing Reviewing IRB policies and procedures, and updates as appropriate.
- 5.3.3. Consideration of local context in the initial and continuing review of the research.
- 5.3.4. Notifying the unaffiliated institution in writing of review determinations upon request.
- 5.3.5. Making available relevant IRB minutes to the Relying Institution upon request.
- 5.3.6. Requesting an audit of the research being reviewed.
- 5.3.7. Conducting monitoring of research activities, in addition to or in collaboration with the Relying Institution, as appropriate.
- 5.3.8. Reviewing potential non-compliance to determine whether there is a basis in fact, and to determine if incidents meet the definition of serious or continuing, consistent with policy and procedures.
- 5.3.9. Reviewing potential unanticipated problems to determine whether there is a basis in fact, and to determine if incidents involve an increased risk to subject or others, consistent with policy and procedures.
- 5.3.10. Responsibilities and reporting requirements as outlined in the executed Reliance Agreement [HHS 45 CFR 46.103(e)].

- 5.4. The Relying Institution is responsible for conducting an Institutional review to ensure compliance with Institutional policies and procedures, and for the responsibilities and reporting requirements as outlined in the executed Reliance Agreement [HHS 45 CFR 46.103(e)].

6. Requirements When the RSRB is the Reviewing IRB

Refer to the *Guideline and Flow Charts when the University of Rochester is the Reviewing IRB*.

- 6.1. The OHSP Director and the RSRB Director will determine the requirements for when an unaffiliated institution is required to obtain a Federalwide Assurance (FWA).
 - 6.1.1. If the research is federally funded, the unaffiliated institution must have or obtain an FWA from the Office for Human Research Protections (refer to *OHRP Step-by-Step Instructions for Filing an FWA*).
 - 6.1.1.1. In very rare instances, if a UR Investigator is collaborating with an unaffiliated Investigator without an FWA in a federally funded study, the UR may allow this unaffiliated Investigator to be added to the UR FWA through an Individual Investigator Agreement (refer to the *OHRP Guidance for Extending an FWA to Cover Collaborating Investigators*). OHSP will institute additional management strategies to oversee the conduct of this

University of Rochester	Office for Human Subject Protection		
	Research Subjects Review Board	Effective Date: 09/14/2022	
	IRB Reliance and Collaborative Research	Policy 504	Version: 3.1

study. See the *Guideline for Principal Investigator Oversight for Multi-Site Research (RSRB is the Reviewing IRB)*.

6.1.2. If the research is not federally funded, the RSRB will request written documentation (letter of support) of administrative approval from the unaffiliated institution's signatory official.

6.2. The UR Investigator who is collaborating with the unaffiliated institution(s) must provide a plan for oversight of the collaborating site(s). This plan, at a minimum, will outline the specific research activities that will occur at the collaborating site(s) and the UR Investigator's plan to ensure study and regulatory compliance, including notification to the unaffiliated researcher in writing of the RSRB review determinations. See the *Guideline for Principal Investigator Oversight for Multi-Site Research (RSRB is the Reviewing IRB)* for additional information.

6.2.1. The UR Investigator is responsible for following *Policy 901 Investigator Responsibilities*.

6.3. The UR will enter into an IRB Authorization or Reliance Agreement with the unaffiliated institution to defer IRB review to the RSRB.

6.4. The unaffiliated institution should conduct an institutional review of the research prior to approval of the study by the RSRB to provide any local context to the RSRB, as appropriate.

6.5. The RSRB will conduct the review and approval of research and:

6.5.1. Ensure the board is properly constituted consistent with *Policy 302 RSRB Membership and Composition* and Board Member conflicts are disclosed consistent with *Policy 303 Board Member Conflicts of Interest*.

6.5.2. Suspend or Terminate approval consistent with *Policy 301 RSRB Scope and Authority*.

6.5.3. Review research events consistent with *Policy 801 Reporting Research Events*

6.5.4. Conduct the review of Participating sites to previously approved research consistent with *Policy 501 Levels of Review*.

6.5.5. Review Participating sites conflict of interest management plans, as applicable, consistent with *Policy 104 Institutional Conflict of Interest* and *Policy 902 Investigator Conflict of Interest*.

6.6. The RSRB will require the unaffiliated researchers to fulfill human subject training requirements, as described in *Policy 201 Education Program*.

University of Rochester	Office for Human Subject Protection		
	Research Subjects Review Board	Effective Date: 09/14/2022	
	IRB Reliance and Collaborative Research	Policy 504	Version: 3.1

7. Requirements When the RSRB is the Relying Institution

Refer to the *Guideline and Flow Chart When University of Rochester Relies on a Non-UR IRB*.

- 7.1. The UR will enter into a Reliance Agreement with the Reviewing IRB institution, if deemed appropriate, to defer IRB review to that institution. The Reliance Agreement must address the following:
 - 7.1.1. The University of Rochester will provide individual or institutional conflict of interest management plans to the Reviewing IRB.
 - 7.1.2. The UR will work with the Reviewing IRB to agree on the terms for reporting requirements related to obtaining any additional approvals from DHHS when the research involves pregnant women/fetuses/neonates, children; or prisoner.
 - 7.1.3. The UR will work with the Reviewing IRB to agree on the terms for reporting requirements related to reporting to sponsors/funding agencies, OHRP, FDA, and/or other oversight authorities for reports of unanticipated problems involving risks to subjects or others, serious or continuing non-compliance, and suspensions or terminations of IRB approval. The specific strategies to comply with this requirement will be outlined in the Reliance Agreement.
 - 7.1.4. The UR will provide the Reviewing IRB with the University of Rochester Institutional Profile at the time of initial reliance and with major updates to related policies. The Institutional Profile provides:
 - 7.1.4.1. Descriptions of UR HRPP and community composition;
 - 7.1.4.2. Descriptions and hyperlinks to applicable policies, laws; and
 - 7.1.4.3. UR HRPP Contact Information
- 7.2. The RSRB will assess whether deferral to a Reviewing IRB that is not accredited by the Association for the Accreditation of Human Research Protection Programs (AAHRPP) is appropriate based on the type of research and level of risk involved in the research.
 - 7.2.1. If deemed acceptable to defer to another non-AAHRPP accredited IRB, the RSRB may require additional activities to ensure an adequate IRB review is conducted.
 - 7.2.2. The process and criteria for ensuring the research will be reviewed appropriately and in compliance with ethical standards and applicable law and regulations by the non-AAHRPP accredited IRB will be addressed in the Reliance Agreement.
- 7.3. The RSRB will conduct an institutional review to ensure compliance with institutional policies, such as, scientific review as described in [Policy 505 Departmental Scientific and Resource Review](#), ancillary committee approval as described in [Policy 503 Ancillary Committee Reviews](#), human subject training requirements as described in [Policy 201 Education Program](#), compensation for injury, and conflict of interest as described in [Policy 902 Investigator Financial Conflict of Interest](#) and [Policy 104 Institutional Conflict of Interest](#).

University of Rochester	Office for Human Subject Protection		
	Research Subjects Review Board	Effective Date: 09/14/2022	
	IRB Reliance and Collaborative Research	Policy 504	Version: 3.1

- 7.4. The RSRB, nor any institutional officials, will approve research under a reliance agreement that has not been approved by the Reviewing IRB.
- 7.5. Investigators and research staff, as applicable, must follow the requirements outlined below when the RSRB is the Relying Institution, in addition to the responsibilities outlined in *Policy 901 Investigator Responsibilities*:
- 7.5.1. Adhere to the Reviewing IRB's policies and procedures regarding initial and continuing review, record retention, and reporting, as well as providing information requested by the Reviewing IRB in a timely manner.
 - 7.5.2. Identify and disclose financial interests according to *Policy 902 Investigator Financial Conflict of Interest*.
 - 7.5.3. Promptly report any proposed changes to the approved research to the Reviewing IRB and ensure changes are not implemented prior to IRB approval, except where necessary to eliminate immediate hazards to subjects.
 - 7.5.4. Ensure that no subjects are enrolled in research prior to review and approval by the Reviewing IRB and having met any other applicable requirements or approvals for the study.
 - 7.5.5. Obtain, document, and maintain records of consent for each subject, or each subject's legally authorized representative, as applicable to the approved research.
 - 7.5.6. Report research events in accordance with policies of the Reviewing IRB, including but not limited to: unanticipated problems involving risks to subjects or others, non-compliance, subject complaints, and protocol deviations.
 - 7.5.7. Provide data safety monitoring reports, or other study related reports or updates, in accordance with the policies of the Reviewing IRB.
 - 7.5.8. Reporting requirements to the RSRB as the Relying Institution:
 - 7.5.8.1. Submit modifications that may affect the institutional review conducted initially, e.g. study team member changes, additional ancillary committee reviews, changes to any financial interests or compensation for injury.
 - 7.5.8.2. After the Reviewing IRB has reapproved the study at continuing review, submit a modification with the new approval letter and approved consent documents.
 - 7.5.8.3. Submit Reports of New Information for any event that results in the Reviewing IRB making a determination of Serious Non-Compliance, Continuing Non-Compliance, an Unanticipated Problem Involving Risks to Subjects or Others (UPIRTSO), or Suspending or Terminating the research.
 - 7.5.8.3.1. There may be special circumstances when the RSRB requires reporting of Reports of New Information, in those instances this will be communicated to the Principal Investigator.

8. Requirements When Following the NIH Single IRB Policy

- 8.1. When a University of Rochester researcher participates in multi-site studies involving human subjects that require expedited or convened board review and are funded by the

University of Rochester	Office for Human Subject Protection		
	Research Subjects Review Board	Effective Date: 09/14/2022	
	IRB Reliance and Collaborative Research	Policy 504	Version: 3.1

National Institutes of Health (NIH), a single Institutional Review Board (sIRB) will be used to conduct IRB review and approval according to the Department of Health and Human Services regulations for the Protection of Human Subjects [HHS 45 CFR 46].

8.1.1. This requirement applies to research awardees in the United States, as well as, participating sites in the United States. It does not apply to organizations outside the United States.

8.2. The awardee organization(s) will ensure that reliance agreements are in place and documentation maintained.

8.3. The Reliance agreement will document responsibilities pertaining to additional requirements of the NIH Genomic Data Sharing Policy and according to the RSRB [*Guideline for Human Genomic Data Sharing*](#), as applicable.

8.4. Participating sites will rely on the sIRB for review and approval of the research, in addition to applicable institutional reviews that might be required by the relying sites.

8.5. Participating sites may conduct their own review should any exceptions from the sIRB review NIH policy apply.

9. Requirements For Federally Funded Cooperative Research Consistent with 45CFR46.114 Cooperative Research

9.1. When a University of Rochester researcher participates in multi-site studies involving human subjects that require expedited or convened board review and are funded by a Federal Department or Agency, a single Institutional Review Board (sIRB) will be used to conduct IRB review and approval according to the Department of Health and Human Services regulations for the Protection of Human Subjects [HHS 45 CFR 46].

9.1.1. This requirement applies to research in the United States, as well as participating sites in the United States. It does not apply to organizations outside the United States.

9.1.2. This requirement does not apply to cooperative research when IRB review is required by law (including tribal law passed by the official governing body of an American Indian or Alaska Native tribe); and

9.1.3. This requirement does not apply when the Federal Department or Agency supporting or conducting the research determines and documents that the use of a single IRB is not appropriate.

9.2. Participating sites will rely on the sIRB for review and approval of the research, in addition to applicable institutional reviews that might be required by the relying sites.

9.3. The RSRB will apply 45CFR46.114 only to federally-funded research approved on or after January 20, 2020.

University of Rochester	Office for Human Subject Protection		
	Research Subjects Review Board	Effective Date: 09/14/2022	
	IRB Reliance and Collaborative Research	Policy 504	Version: 3.1

Originator/Authors:

Kelley O'Donoghue, Director OHSP
Emily Flagg, Senior Regulatory Specialist
Ann Marie Scorsone, Senior Regulatory Specialist

Appendices:

None

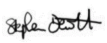

Revision History:

12/2017: Sect 4 - Added references and hyperlinks; modifications throughout to reflect current practice and 2018 Common Rule changes; remove agreement templates from appendices
01/2018: Sect 5.3.5 remove reference to limited IRB review
11/2019: Entire policy updated per AAHRPP standard I-9: Update scope and sections 3.1, 5.3, 6.1.2, 6.2 corrections to reflect current process in new IRB Review system; added Sect 8 regarding NIH sIRB; Section 9 regarding Common Rule Cooperative Research; Update signatories
05/2022: Add Guideline for PI Oversight and eReliance Request Form; Clarify when modifications and Reports of New Information must be submitted to RSRB as the Relying Institution; Change "Relying IRB" to "Relying Institution"; Administrative Changes; Update Signatories

Supersedes Date:

11/15/2019



Approved By:

DocuSigned by:

 Signer Name: Stephen Dewhurst
Signing Reason: I approve this document
Signing Time: 9/14/2022 | 9:42:21 PM EDT
E217A323058C451895F16072D41E27E0

Stephen Dewhurst
Institutional Official, Vice President for Research

9/14/2022 | 9:42:24 PM EDT

Date

DocuSigned by:

 Signer Name: Kelley O'Donoghue
Signing Reason: I approve this document
Signing Time: 9/15/2022 | 10:26:18 AM EDT
01BA85BD9A444F09983AC84603B8E36E

Kelley A. O'Donoghue
Director, OHSP

9/15/2022 | 10:26:26 AM EDT

Date

Certificate Of Completion

Envelope Id: 3E83CF6DD467475BBD77D54FCEDB3E6A

Status: Completed

Subject: Please DocuSign: Policy 504 IRB Reliance and Collaborative Research v3.1 Final.docx

Study:

Other

Source Envelope:

Document Pages: 8

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Ann Scorsone

AutoNav: Enabled

Ann_Scorsone@URMC.Rochester.edu

Envelopeld Stamping: Disabled

IP Address: 128.151.71.12

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Ann Scorsone

Location: DocuSign

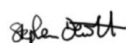
9/14/2022 6:24:59 PM

Ann_Scorsone@URMC.Rochester.edu

Signer Events**Signature****Timestamp**

Stephen Dewhurst

stephen_Dewhurst@urmc.rochester.edu

Security Level: Email, Account Authentication
(Required)

Sent: 9/14/2022 6:34:09 PM

Viewed: 9/14/2022 9:41:48 PM

Signed: 9/14/2022 9:42:24 PM

Signature Adoption: Uploaded Signature Image

Signature ID:

E217A323-058C-4518-95F1-6072D41E27E0

Using IP Address: 98.4.184.37

Signed using mobile

With Signing Authentication via DocuSign password

With Signing Reasons (on each tab):

I approve this document

Electronic Record and Signature Disclosure:

Accepted: 5/22/2022 6:40:31 PM

ID: 25522c23-8df6-403d-9c08-468e0fa75729

Kelley O'Donoghue

kelley_odonoghue@urmc.rochester.edu

Associate Vice President for Human Subject
ProtectionSecurity Level: Email, Account Authentication
(Required)

Sent: 9/14/2022 9:42:25 PM

Viewed: 9/15/2022 10:22:45 AM

Signed: 9/15/2022 10:26:26 AM

Signature Adoption: Pre-selected Style

Signature ID:

01BA85BD-9A44-4F09-983A-C84603B8E36E

Using IP Address: 128.151.71.12

With Signing Authentication via DocuSign password

With Signing Reasons (on each tab):

I approve this document

Electronic Record and Signature Disclosure:

Accepted: 2/1/2022 3:25:09 PM

ID: c120fe80-b7e9-49f4-a85a-b4c84f1d69cd

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp**

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Ann Scorsone ann_scorsone@urmc.rochester.edu Senior Regulatory Specialist Office for Human Subject Protections; RSRB Security Level: Email, Account Authentication (Required) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 9/15/2022 10:26:28 AM Resent: 9/15/2022 10:26:30 AM Viewed: 9/15/2022 3:15:35 PM
---	-------------------	--

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	9/14/2022 6:34:09 PM
Certified Delivered	Security Checked	9/15/2022 10:22:45 AM
Signing Complete	Security Checked	9/15/2022 10:26:26 AM
Completed	Security Checked	9/15/2022 10:26:28 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, University of Rochester (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact University of Rochester:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: robert.evangelista@rochester.edu

To advise University of Rochester of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at robert.evangelista@rochester.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from University of Rochester

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to robert.evangelista@rochester.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with University of Rochester

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to robert.evangelista@rochester.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify University of Rochester as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by University of Rochester during the course of your relationship with University of Rochester.