

Flowchart - Obtaining Federalwide Assurance (FWA) for Collaborating Partners for Federally Funded Projects

Completion of FWA forms for non-UIC institutions not previously covered under Single Project Assurance or Multiple Project Assurances is mandatory prior to release of funds if they will be involved in the conduct of human subjects research. An IRB approved protocol is required prior to approval of forms.

Step 1

Go directly to the federalwide assurance section in the Office for Human Research Protections (OHRP) website:

URL: <http://ohrp.osophs.dhhs.gov/humansubjects/assurance/fwah.htm>

or

1. From UIC OVCR OPRS website (<http://www.uic.edu/depts/ovcr/oprs/>), look for "Links" and click.
2. On the Links page, click the option: Office of Human Research Protections.
3. Enter the homepage of OHRP (<http://ohrp.osophs.dhhs.gov/>).
4. Select "IRB Registration and Assurance Filing" option.
5. Select "Federalwide Assurance" option.

Step 2

To determine if FWA forms need to be completed for your Partner, review information under "Background":

- What is an "Assurance" and "When is an Assurance Needed"?
- Is an Institution Engaged in Human Subject Research?

Step 3

If your Partner meets the criteria for "Engagement in human subject research", check if your Partner is listed under "Institutions with OHRP-Assurance" on FWA webpage.

Step 4

If your Partner is not listed under "Institutions with OHRP-Assurance", a FWA will need to be filed. On the FWA page under "Filing a Federalwide Assurance", select: Instructions for Filing a Domestic (U.S.) FWA Application

- Sample Domestic FWA Application Form - RTF Format (Microsoft Word compatible)
- Sample Domestic FWA Application Form - HTML Format

**Partner completes this form for submission to OHRP.*

If UIC IRB will be the designated IRB for the Partner in the project (no other IRB involved), PI will need to request this designation in the human subject protocol. An IRB Authorization Agreement - RTF Format (Sample) will need to be completed (This form is located on the FWA webpage). The agreement can be completed simultaneously with the FWA application form. Before OVCR signs off on this form, PI needs to have approved IRB protocol.