1. PURPOSE
   1. The purpose of this process is to manage Institutional Profiles.
   2. This process begins when this institution receives new or updated information from another institution/organization that impacts the content of the Institutional Profile.
   3. This process ends when updated information has been communicated to appropriate parties.
2. REVISIONS FROM PREVIOUS VERSION
   1. None.
3. POLICY
   1. Any substantive changes to an Institutional Profile must be the result of an amended Authorization Agreement. Any non-substantive changes, e.g., contact information updates, do not require an amended Authorization Agreement.
   2. The institution may leverage an existing Institutional Profile to collect information requested in for Institutional Profiles. For example, Institutional Profiles created for the SMART IRB platform are acceptable.
4. RESPONSIBILITIES
   1. The IRB staff generally carries out these procedures.
5. PROCEDURE
   1. Update the saved HRP-815 - FORM - Institutional Profile or equivalent for the institution/organization with the amended Authorization Agreement.
   2. File the updated HRP-815 - FORM - Institutional Profile or equivalent with the amended Authorization Agreement in the study record or together in a shared file.
   3. Determine whether the updates impact any existing studies. If so, develop a plan for how to address the impact.
   4. Communicate these updates and any plans to address impacts to appropriate parties as needed.
6. MATERIALS
   1. HRP-815 - FORM - Institutional Profile
7. REFERENCES
   1. None.