The FWA REGISTRATION PROCESS

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The FWA registration process is relatively simple. You should read all the instructions and guidances (cited below) before starting to fill out the on line registration site. By preparing this way, the on line registration process is straightforward and shouldn't take more than half an hour to finish.

Beyond the time it takes to read instructions and complete the on line registration, the other key element of the registration process is the requirement for two persons to complete on line training about the meaning and responsibilities of the FWA. These training modules will probably take each person an hour or less to complete.

The registration process will ask you to identify two persons who represent your institution – an Institutional Official and a Human Research Protections Administrator. They can be one and the same person, or they can be two different people. The Institutional Official should be a highly placed administrator who can ÐÀ 0

5. <u>When you choose the second</u> ("Forms"), you are taken to a page with a list of linked forms.

One form link choice on this page is "**FWA Instructions**." I recommend you print out this page as an important step by step guide.

Another form link choice on this page is "**FWA Terms of Assurance**." I recommend you print out this page too. This page summarizes what your institution PROMISES when you register for an FWA, and spells out a few specific <u>institutional policies</u> your institution is required to have as a condition of the FWA. You can more or less copy these verbatim and make them your own institutional policies for research.

IF YOU HAVE ANY PROBLEMS OR QUESTIONS ABOUT THE FWA REGISTRATION PROCESS, the Office of Human Research Protections encourages you to contact their Division of Policy and Assurances (DPA) at IRBorFWA@hhs.gov with questions about FWAs, or concerning technical difficulty obtaining an FWA. They prefer this email contact route to phone calls.