1. PURPOSE
	1. The purpose of this process is to manage Institutional Profiles.
	2. This process begins when this institution receives 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.
4. RESPONSIBILITIES
	1. The Reliance Coordinator generally carries out these procedures.
5. PROCEDURE
	1. Update the saved “FORM: Institutional Profile (HRP-815)” for the institution/organization with the amended Authorization Agreement.
	2. Update “WORKBOOK: Institutional Profiles (HRP-861)” with the information you included in “FORM: Institutional Profile (HRP-815).”
	3. File the updated “FORM: Institutional Profile (HRP-8xx)” with the amended Authorization Agreement.
	4. Determine whether the updates impact any existing studies. If so, develop a plan for how to address the impact.
	5. Communicate these updates and any plans to address impacts to appropriate parties as needed.
6. MATERIALS
	1. FORM: Institutional Profile (HRP-815)
	2. WORKBOOK: Institutional Profiles (HRP-861)
7. REFERENCES
	1. None.