**IREx** | **IRB Reliance Exchange**
YOUR SYSTEM SOLUTION FOR SINGLE IRB REVIEW

# INSTITUTIONAL PROFILE QUICK GUIDE

The IREx **Institutional Profile (IP)** is designed to capture information about each member institution's Human Research Protection Program (HRPP) and IRB, if applicable, as well as their processes and considerations when using reliance. This information might be useful to other institutions to determine if they feel comfortable relying on, or serving as the Reviewing IRB for, your institution and will be available as a date-stamped PDF on the **IREx Members page**.

## THINGS TO KNOW BEFORE COMPLETING YOUR PROFILE

- The Institutional Profile (IP) asks for detailed information about your HRPP and your reliance preferences. It may take between 30 and 60 minutes to complete.
- You do not have to complete the IP in one sitting, and you can return to edit your responses at any time.
- The IP is organized into four sections:
  o **General Institutional Information** (e.g., FWA #, accreditation status, whether you have an IRB, covered entity status)
  o **Overarching state laws or institutional policies affecting ALL research at your institution** (e.g., the age of majority for your state, whether you require logos on your consent forms; the IP **does not** include study-specific local considerations)
  o **Your Institution's processes and requirements when RELYING on an external IRB** (e.g., submission requirements to request reliance, submission requirements, if any, at continuing review)
  o **If you serve as a single IRB, your institution's general preferences for handling the flexible elements of the reliance agreement** (e.g., Study-specific Reliance Plan/ SMART IRB Implementation Checklist and Documentation Tool)

## INSTRUCTIONS

1. Login to IREx (https://www.irbexchange.org/) by entering your login email address and password.
2. Access your IP by clicking the **Profile** button on your IREx dashboard.
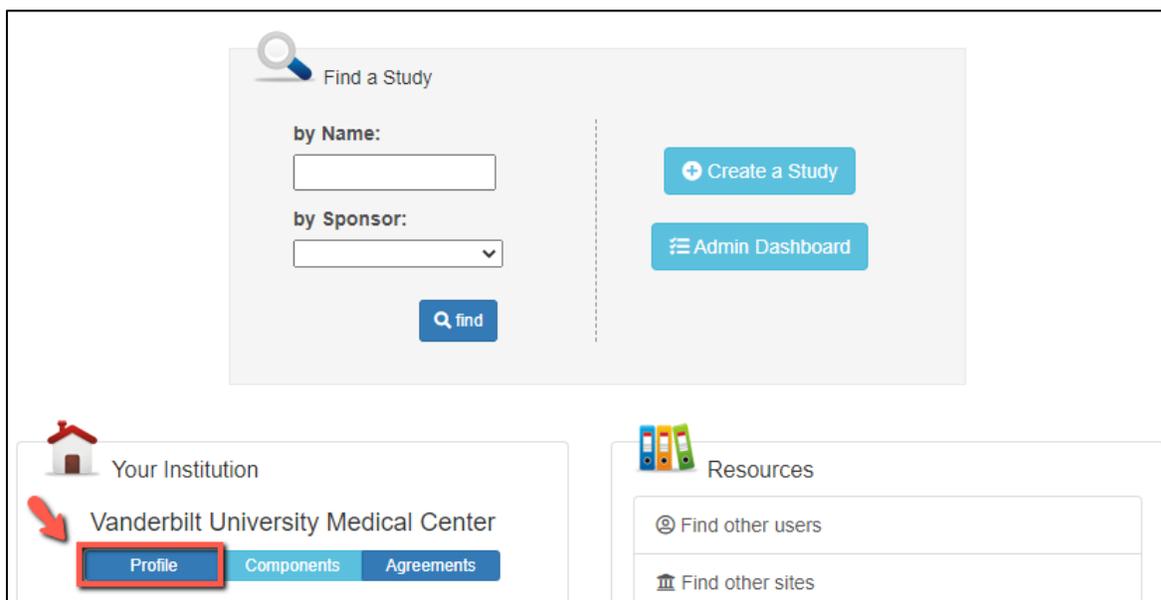
3. Click the **Edit Profile** button to make edits to your institutional profile. Your information saves each time you click **Next Page** at the bottom of the profile. You can also download a CSV of your institutional profile ('**Download CSV'**).



4. Any edits or changes will not publish until you click the **Submit** button on page 6.

This is a "living" profile. Let us know what questions you would like to see or ones that are not clear! Email admin@IRBExchange.org

## EXPORTING INSTITUTIONAL PROFILES

All IREx Institutional Profiles are available for CSV export. From IREx's **Participating Institutions** page, choose the **CSV** option, then choose **Export IP Labels** (all questions and answers written out as they appear on the IP) or **Export IP Raw** (variable names and raw data).