

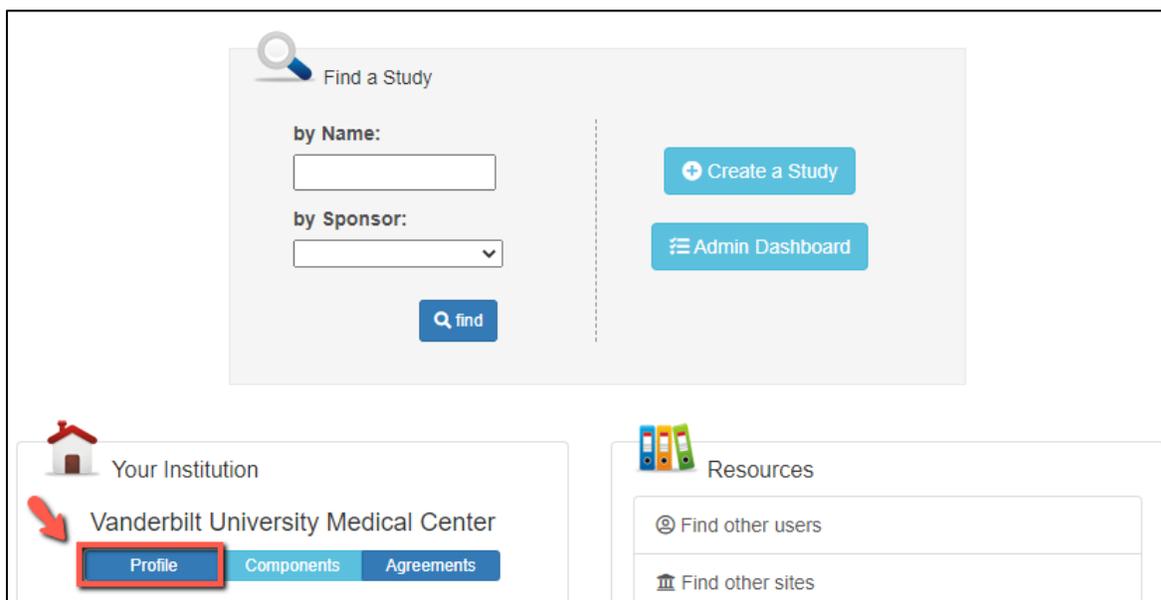
The IREx **Institutional Profile (IP)** is designed to capture information about each member institution's Human Research Protection Program (HRPP) and IRB, if applicable, as well as their processes and considerations when using reliance. This information might be useful to other institutions to determine 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:
 - **General Institutional Information** (e.g., FWA #, accreditation status, whether you have an IRB, covered entity status)
 - **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)
 - **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)
 - **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**).

Institutional Profile

Mellon University Medical Center

1 Edit Profile **2** Download CSV

ABOUT THE INSTITUTIONAL PROFILE
The IREx IP contains basic information about your institution that another institution might use to determine if they feel comfortable relying on, or serving as the Reviewing IRB for, your institution. The IP can also be used by IRBs and study teams to better understand one's institutional processes and requirements when using reliance. This information will be visible to other users in IREx and publicly available as a downloadable PDF on the IREx Website [here](#). This information is for general review purposes only. It may not be accurate and may be subject to change, withdrawn or revised at any time without notice. The Institutional Profile is not intended to serve as a complete record of an Institution's study-specific local considerations.

Section 1: GENERAL HRPP INFORMATION

Institution	Mellon University Medical Center
Federalwide Assurance (FWA) #	987654321
FWA Expiration Date	2026-07-02
Does your institution have an internal IRB?	Yes

- 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).

IREx IRB Reliance Exchange
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Mellon University Medical Center AAHRPP CTSA 97 updated: Pittsburgh, PA IREx Admin Kate Austen Mellon Liaison

PDF CSV
Export IP Labels
Export IP Raw