

Getting Started Quick Guide: Institutional Profile

The IRB Reliance Exchange (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](#).

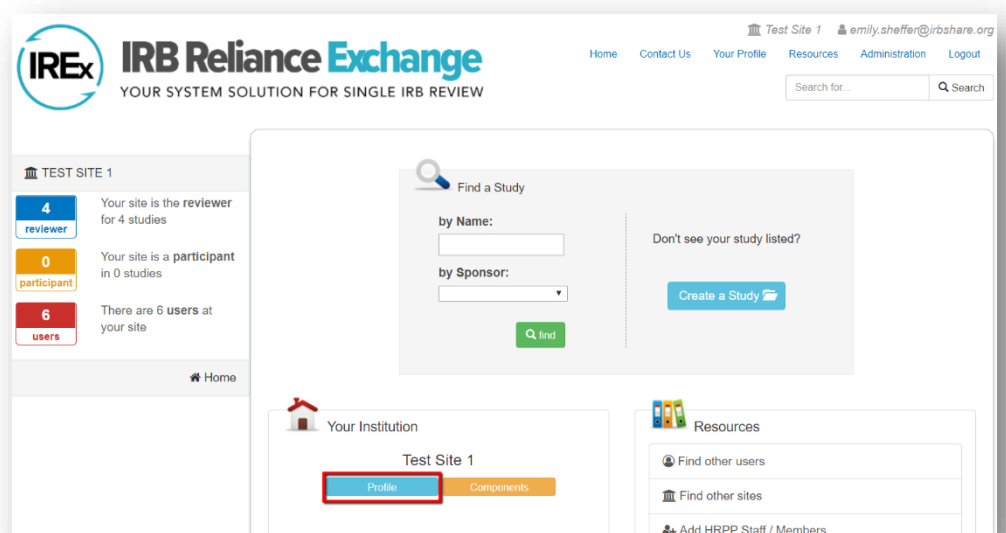
Things to Know Before Completing Your Profile:

- 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://IRBExchange.org> by entering your email address and password.

2. Access your IP using the "Profile" button on your IREx dashboard (see blue button below).




3. When you initially access your IP, it may have minimal information completed for you (e.g., Institution, FWA #, etc.). Double check that this information is correct.

Institutional Profile

View Profile: Vanderbilt University Medical Center

Click the 'edit profile' button on the right to edit your institutional profile.

Click here to edit your profile



ABOUT THE INSTITUTIONAL PROFILE

This information will be visible to other regulatory personnel (e.g., IRB staff and members) in SMART IRB Exchange. This information will provide the first ever central repository for IRBs to identify a potential collaborator for a study (e.g., Reviewing IRB), as well as to learn best practices for supporting single IRB review. This information can be edited at any time!

Section 1: GENERAL HRPP INFORMATION

Institution	Vanderbilt University Medical Center
Federalwide Assurance (FWA) #	FWA00005756
FWA Expiration Date	2021-04-27

4. Your information saves each time you go to the “Next Page”.

Has your institution been issued an FDA warning letter related to its IRB(s) in the past 12 months? ☐ Yes
☒ No reset

Is your institution a covered entity? ☐ Yes
☐ No
☒ Hybrid reset

Is research inside the covered entity? ☐ Yes
☒ No reset

Additional Comments

Your profile will automatically save when you click 'Next Page' or choose to 'Save & Return Later'

Expand

Feel free to enter additional/clarifying info here

Next Page >>

Save & Return Later

5. 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