

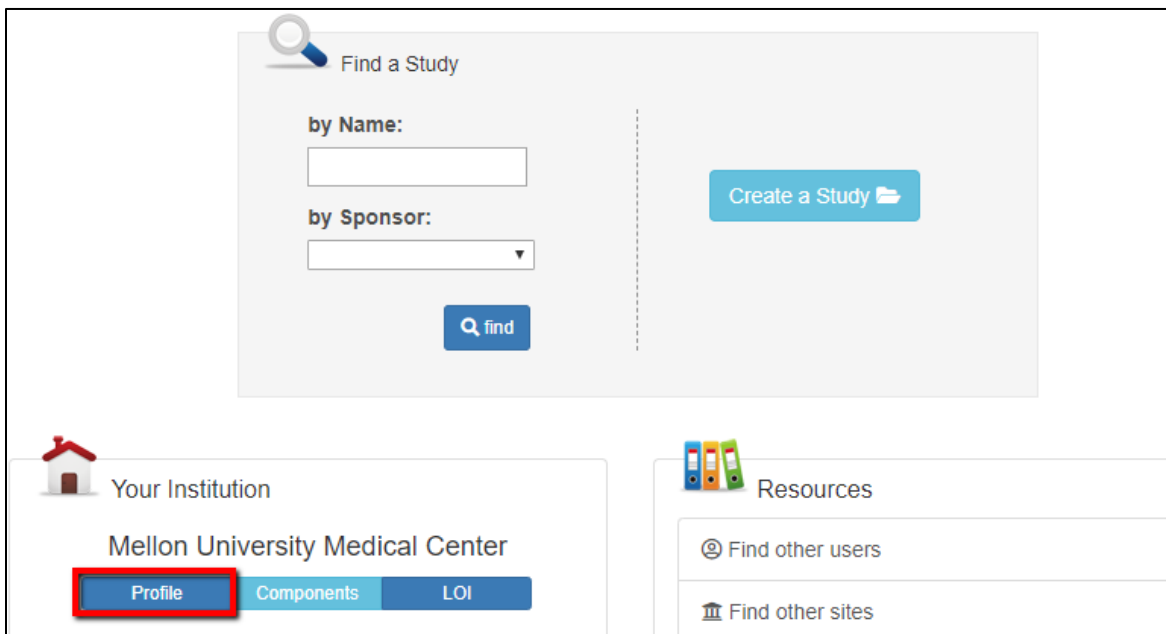
The IREx **Institutional Profile (IP)** is designed to capture information about each member institution's Human Research Protection Program (HRPP) and IRB, if applicable, as well as their processes and considerations when using reliance. This information might be useful to other institutions to determine 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.



The screenshot shows the IREx dashboard interface. At the top, there is a search bar labeled "Find a Study" with a magnifying glass icon. Below the search bar, there are two input fields: "by Name:" and "by Sponsor:". To the right of these fields is a blue button labeled "Create a Study" with a plus icon. Below the input fields is a blue button labeled "find" with a magnifying glass icon. In the bottom left corner, there is a section titled "Your Institution" with a house icon. Below this section, the name "Mellon University Medical Center" is displayed. Below the name are three buttons: "Profile" (highlighted with a red box), "Components", and "LOI". In the bottom right corner, there is a section titled "Resources" with a folder icon. Below this section are two buttons: "Find other users" and "Find other sites".

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.

## Institutional Profile

View Profile: Mellon 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**

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.

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**Section 1: GENERAL HRPP INFORMATION**

Institution	Mellon University Medical Center
Federalwide Assurance (FWA) #	00000000
FWA Expiration Date	2021-09-23

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

**INDEMNIFICATION**

\* must provide value

Indemnification agreements not required: Indemnification agreements or other contractual arrangements for allocation of liability are not required with respect to the identified study(ies).

One or more Participating Institutions require an indemnification agreement: The Reviewing IRB and the following Relying Institution(s) will enter a separate indemnification agreement or agreements or other contractual arrangements for allocation of liability among them with respect to the identified study(ies): The executed separate indemnification agreement(s) will be attached to and maintained with this tool.

reset

**Indemnification Terms**

Expand

<< Previous Page

Click Submit to publish

Submit

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](mailto:admin@IRBExchange.org)