

The IREx Study Managers and Reviewing IRB Liaisons are responsible for ensuring participating sites (PSites) have access to, and are notified about, studies in IREx. This may also include removing PSs that are no longer participating in a study.

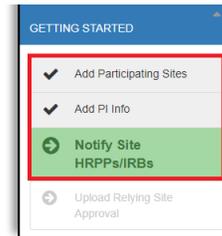
1. Where do I add/remove a site?

Use the screenshots below to identify how you make changes to the PSites in IREx, depending on your role:

Reviewing IRBs use the Manage Project menu:

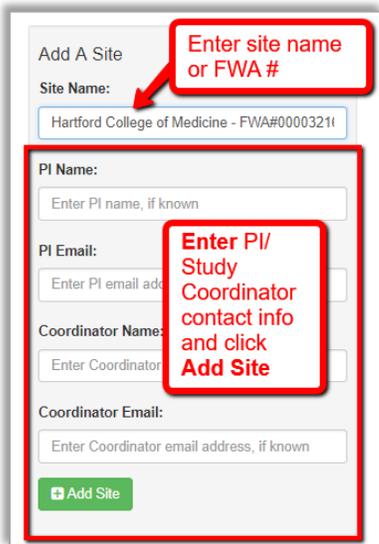


IREx Study Managers use their Getting Started Checklist:

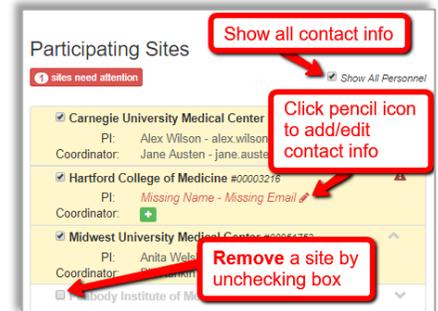


2. How do I add a new site(s)?

- First, verify you have the correct PSite name by referencing the [OHRP FWA website](#), contacting the site's HRPP or asking the local PI to confirm with their HRPP.
- Search by the PSite's FWA or full name (do not use abbreviations, e.g., "VU"). As you type, the PSites that match the FWA/name you have entered will appear. You can also add PSites that do not appear in the search. **Note: The FWA-holding PSite appears first, followed by any components, if provided by the HRPP.**
- Enter the PSite's PI (required) and coordinator (optional) contact information. **This does not provide the PI/coordinator access, but CC's them on the email to their HRPP about the study.**
- Click **Add Site** to add the site.
- After making changes, click **Save**.



Note: Site contacts can be entered at any time. Click 'Show All Personnel' or the drop down arrow next to the PSite's name to display the information. Click the pencil icon to update the contact info.



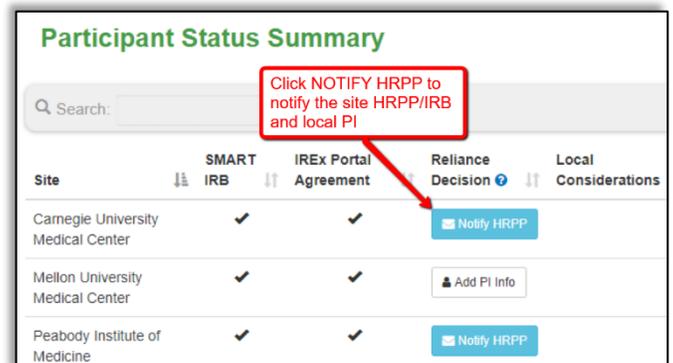
3. **How do I remove an existing site?** Uncheck the box next to the PSite name. After making changes, click **Save**.

4. **How do I notify the site?** When you are ready to notify the HRPP that the study is in IREx – so they can begin indicating reliance – go to the Status Summary tab and click "Notify HRPP".

- You will not able to notify the site until you enter the PI name and email.
- The HRPP Liaison, PI, and Coordinator (if provided) will receive an email with a link to access the study in IREx.

5. What happens after I notify a PSite of a study in IREx?

- The coordinating center or lead coordinator must still disseminate the approved protocol and template consents, along with other study materials, such as contracts and regulatory documents, to each site outside of IREx. The local study team uses these materials to submit to their local HRPP, who then logs in to document reliance in IREx.
- It is also helpful to provide reliance instructions to the study teams. You can access template reliance instructions [here](#).



Site	SMART IRB	IREx Portal Agreement	Reliance Decision	Local Considerations
Carnegie University Medical Center	✓	✓	Notify HRPP	
Mellon University Medical Center	✓	✓	Add PI Info	
Peabody Institute of Medicine	✓	✓	Notify HRPP	