

## Study Team Contacts Access to IREx

The IRB Reliance Exchange (“IREx”) was developed by Vanderbilt to support IRBs, Human Research Protection Programs (HRPPs), coordinating centers, and study teams implement single IRB (sIRB) review for a multisite study. The IREx web-based portal is **freely available** to support **single IRB documentation** and **communication** for multi-center clinical trials.

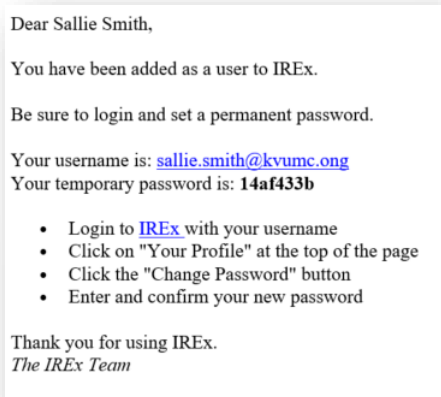
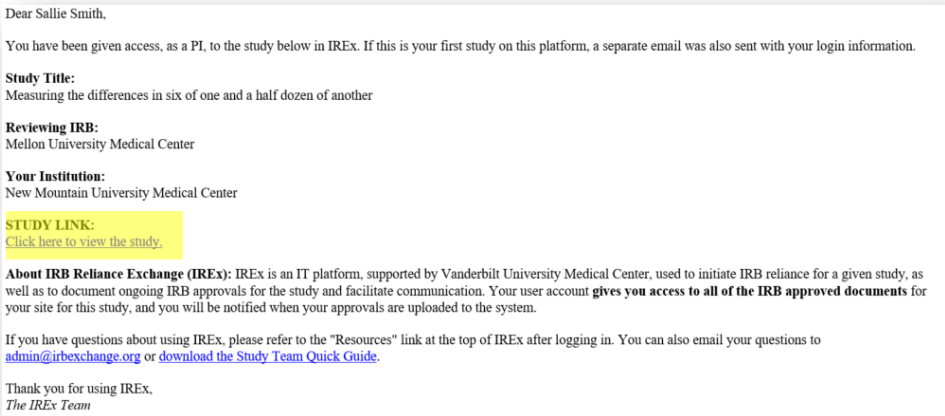
### WHEN DO I GET ACCESS TO IREx FOR A STUDY IN WHICH MY SITE IS PARTICIPATING?

Your Human Research Protections Program (HRPP) or IRB will provide your access to IREx. Before you get access to IREx, you will need to communicate with your local HRPP or IRB. *If you are the Reviewing IRB site*, your HRPP or IRB will create the study in IREx and then provide your access. *If you are the participating/relying site*, you will need to ask your HRPP or IRB what they need from you (e.g., a submission) to initiate reliance on another IRB.

### HOW ARE YOU NOTIFIED OF ACCESS?

You will receive an email with a temporary password and a link to login to IREx:

- Login and change your password** using the **Your Profile** link at the top of the screen (see image). Click **Change Password** to set a new password.
- Access your study** via the link in the email about the study to which you were added or from the IREx Dashboard when you login.



### HOW TO ADD OR UPDATE OTHER STUDY TEAM MEMBERS?

On the Study Page, use the **Site-Specific Info** button (see image) and select **Study Team Contacts**. Each person added will receive an email with a temporary password to login.

**\*\*Please remember to remove former and add new study contacts when study members have changed.\*\***



**HAVE A QUESTION FOR YOUR HRPP/IRB?** You can view your site’s HRPP liaisons from the main IREx Dashboard.