

HOW TO ADD AND REMOVE HRPP/IRB STAFF ACCESS TO IREX

IRB Reliance Exchange (IREx) is used by HRPP/IRB staff to document and communicate around single IRB (sIRB) studies. Whether serving as the sIRB or a relying site, most HRPP/IRB users are located within the office of Research, Sponsored Programs, or, most commonly, the Human Research Protections Office or Program (HRPP).

HRPP/IRB ROLES IN IREX

There are two types of HRPP/IRB roles in IREx:

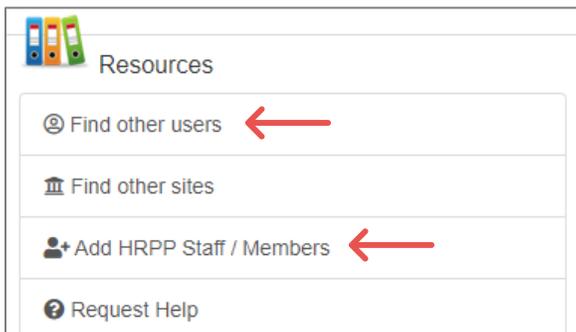
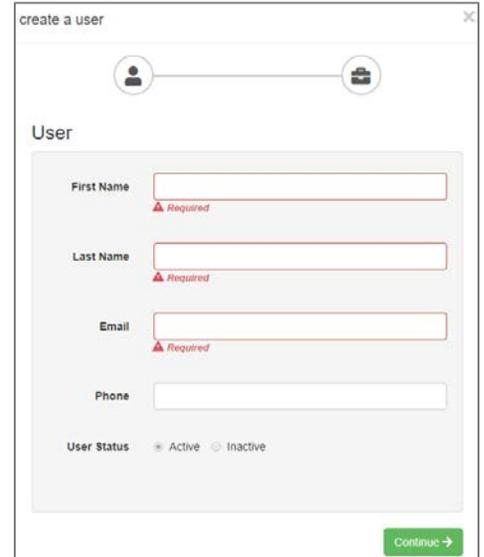
- **Liaison(s)** are day-to-day reliance staff and have more permissions than Users. Liaisons can add new HRPP and IRB staff liaisons and users, create new studies, register for studies, and accept/confirm the Study-Specific Reliance Plan (SSRP).
- **User(s)** can monitor and update studies that were created in IREx, but do not typically perform day-to-day actions, like creating studies and adding new users.

Permissions	Liaison	User
Create a new study	X	
Register for an existing study	X	
Add new Liaisons & Users	X	
Edit Institutional Profile	X	X
View Institutional Profile	X	X
Accept/confirm Study-Specific Reliance Plan	X	
As Reviewing IRB, upload approvals for lead site	X	X
As Reviewing IRB, upload approvals for relying sites	X	X

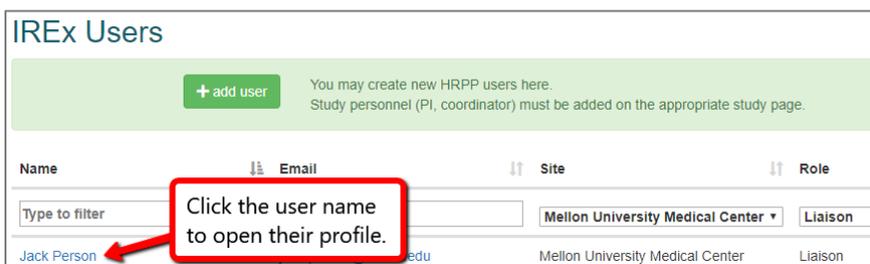
Tip: Study team access is added when creating or registering for individual studies.

ADD HRPP STAFF/ MEMBERS

1. From the dashboard, under Resources click **Add HRPP Staff/Members**.
2. Enter the user's *first name, last name, email address, and phone number* (optional), select **Continue**.
3. Select the user's appropriate role: *Liaison or User*.
4. Click **Save** and the user will automatically receive an email with a temporary password to login to IREx.

REMOVE OR EDIT AN EXISTING USER AT YOUR SITE



1. Select **Find other users** under Resources.
2. Use the filters to search for the user and click on their name to open their profile.
3. **Remove Staff Access:** change User Status, to **Inactive** then **Continue** and **Save**.
4. **Edit an Existing Staff:** Liaisons can edit a user's *name, email, phone number, and change staff member's role*.