IRB Reliance Exchange (IREx) is used by study team members to document and communicate around single IRB (sIRB) studies. Study team members with access to IREx can give access to additional contacts or remove contacts who are no longer participating on the study.

PARTICIPATING SITE STUDY TEAM ROLES IN IREx

There are two types of study team roles in IREx:
- **PI(s)** can complete the PI Survey (if required), monitor their site’s progress for sIRB review, and access approved study documents from the sIRB.
- **Coordinator(s)** can monitor their site’s progress towards sIRB review and access approved study documents from the sIRB.

<table>
<thead>
<tr>
<th>Permissions</th>
<th>PI</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/ remove study team access to your study</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Complete and Edit PI Survey</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Access approval documents</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

NOTIFICATION OF ACCESS TO IREx

Study team contacts 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. Click **Change Password** to set a new password.
- Access your study via the link in the study notification email or from the IREx dashboard when you login.

Tip: Use the **Your Profile** link to update your information (e.g., login email address, name, phone) at any time.

ADD STUDY TEAM MEMBER ACCESS

1. On the study page, click the **Site-Specific Info** button and select **Study Team Contacts**.
2. Under **Add a Contact**, select type of contact (**PI** or **Coordinator**) and enter the user’s **email address, first name, and last name**, click **+Add Contact**.
3. Click **OK** and the user will automatically receive an email with a temporary password to login to IREx and a separate email about study access.

REMOVE STUDY TEAM MEMBER ACCESS

1. On the study page, click the **Site-Specific Info** button and select **Study Team Contacts**.
2. Click **X** for the contact you wish to remove and **OK** to save. The contact will no longer be able to access the study nor receive notifications about the study.

Tip: Remember to remove former and add new study contacts when study members have changed.