Updated 11/7/2023

IREx **IRB Reliance Exchange**
YOUR SYSTEM SOLUTION FOR SINGLE IRB REVIEW

HOW STUDY TEAMS ADD/REMOVE ACCESS

Study Team Members use IREx to receive communications and access approvals from the single IRB (sIRB). Study Team Members with IREx access can grant access to other study team members and remove former members.

## PARTICIPATING SITE STUDY TEAM ROLES IN IREX

Permissions	PI	Study Team Member
Add/remove study team access to your study	X	X
Complete and edit the PI Survey	X	X
Attest to the PI Survey	X	
Monitor your site's progress towards sIRB review	X	X
Access approval documents	X	X

NOTIFICATION OF ACCESS TO IREX

Study team contacts receive an email with a temporary password and another email with a study link to log in.

1. **Log in** and change your password using the **Your Profile** link in the top navigation bar. Click the **Change Password** button to set a new password.
2. Access your study via the link in the study notification email or by clicking the **# of studies** you are participating in on the left side of your IREx dashboard.

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

🏛 CARNEGIE UNIVERSITY MEDICAL CENTER

7 studies — You are participating in 7 studies

🏠 Home
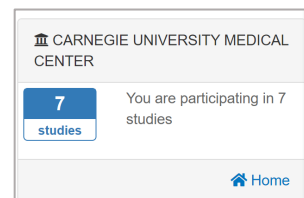
GRANT STUDY TEAM MEMBER ACCESS

1. On the study page, click the **My Site Info** button and select **Study Team Contacts.** If applicable, you can also access this dialog from the **Add/Edit Study Team Access** step on your Getting Started Checklist.
2. Use the **Add a Contact** box to select the type of contact (PI or Study Team Member) enter the user's email address, first name, and last name, click **+Add Contact**.
3. Click **Save** and the user will receive an email with a temporary password to login and another email about study access.

My Site Info ▾

👤 Study Team Contacts
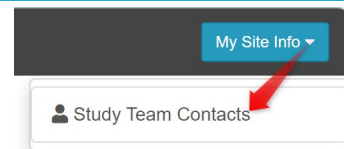
REMOVING ACCESS

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

IREx Tip: Remember to keep the Study Team Members up to date as staff changes.

Site Contacts

These study team contacts have IREx access.
Add new study team contacts to grant access.

Email	Name	Role	
📍 coordinator@me.cdu	Middle earth Coordinator	Study Team Member	✕
pi@me.cdu	ME PI	PI	✕

Click X to remove a contact

Add A Contact

Type of contact ...

Select a role and enter their contact info below

email address

first name

last name

+ Add Contact

Cancel   Save