

# IREX GETTING STARTED CHECKLISTS: FIRST STEPS

## Reviewing IRB

### GETTING STARTED

➔ Complete IREx Setup

➔ Confirm SSRP

➔ Upload Overall Study Approval

➔ Publish Approval

## IREx Study Manager

### GETTING STARTED

➔ Add Participating Sites

➔ Add PI Info

➔ Notify Site HRPPs/IRBs

➔ Track Site Progress on Status Summary

☁ Upload Relying Site Approval

## Participating Site HRPP

### GETTING STARTED

✓ Register

➔ Complete Agreements

➔ Confirm Institutional Profile

➔ Indicate Reliance

➔ Complete HRP Survey

👁 Remind PI To Complete PI Survey

✎ Add / Edit Study Team Access

🕒 Awaiting Reviewing IRB Approval

## Investigator

### GETTING STARTED

➔ Complete/Attest to PI Survey

✎ Add / Edit Study Team Access

## Coordinator

### GETTING STARTED

➔ Start PI Survey for VUMC

➔ Awaiting PI Attestation for VUMC

✎ Add/Edit Study Team Access

### KEY

Green = Action needed

White = Action upcoming

Gray = Action completed

Blue = Action optional / FYI

# IREX GETTING STARTED CHECKLISTS: COMPLETED

## Reviewing IRB



### GETTING STARTED

- ✓ Complete IREx Setup
- ✓ Confirm SSRP
- ✓ Upload Overall Study Approval

➔ Publish Approval






## IREx Study Manager

### GETTING STARTED

- ✓ Add Participating Sites 
- ✓ Add PI Info 
- ✓ Notify Site HRPPs/IRBs
- ➔ Track Site Progress on Status Summary
- ✓ Upload Relying Site Approval



## Participating Site HRPP

### GETTING STARTED

- ✓ Register
- ✓ Complete Agreements
- ✓ Confirm Institutional Profile 
- ✓ Indicate Reliance
- ✓ Complete HRP Survey 
- ✓ Review PI Survey (optional) 
-  Add / Edit Study Team Access
-  Awaiting Reviewing IRB Approval



## Investigator

### GETTING STARTED

- ✓ Complete/Attest to PI Survey 
-  Add / Edit Study Team Access

## Coordinator

### GETTING STARTED

- ✓ Start PI Survey for Carnegie U Med Ctr 
- ✓ Awaiting PI Attestation for Carnegie U Med Ctr
-  Add/Edit Study Team Access

### KEY

- Green = Action needed
- White = Action upcoming
- Gray = Action completed
- Blue = Action optional / FYI