



**IRB Reliance Exchange**

YOUR SYSTEM SOLUTION FOR SINGLE IRB REVIEW

# Notifications Encyclopedia

*Relying HRPP*

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Email Subject:

## Your IREx user account has been created

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### Recipients

Reviewing IRB, Relying HRPP, Study Managers, Site Study Teams

### Category

User Account

### Occurrence

When someone first gains access to IREx

### Attachments

None


### Why

To receive login information for IREx


## Preview





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Your IREx user account has been created



IRBExchangeAdministrator  
To: IRBExchangeAdministrator

 General



11:32 PM

Dear Andy Capp,

You have been added as a user to the IRB Reliance Exchange (IREx).

Be sure to login and set a permanent password.

Your username is: [andy.capp@carnegie.cdu](mailto:andy.capp@carnegie.cdu)  
Your temporary password is: **123ABC**

- Login to <https://staging.irbexchange.org/study?proj=1234567> with your username
- Click on "Your Profile" at the top of the page
- Click the "Change Password" button
- Enter and confirm your new password

*Thank you for using IREx,  
The IREx Team*

## Email Subject: IREx Password Reset Request

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### Recipients

Reviewing IRB, Relying HRPP, Study Managers, Site Study Teams

### Category

User Account

### Occurrence

When someone forgets their password

### Attachments

None


### Why

To receive temporary password to log into IREx


### Preview





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#### IREx Password Reset Request



IRBExchangeAdministrator

To  IRBExchangeAdministrator



2:10 PM

Dear Cindy Lu,

A password reset request has been made for:  
[cindyLu@mellonuniv.edu](mailto:cindyLu@mellonuniv.edu).

To reset your password please visit this link:  
[Password Reset](#)

This password reset link will expire on May 29, 2020. After that time, please go to <https://www.irbexchange.org/> and click "Forgot Password" to request another reset link.

*Thank you,*  
*IREx Administrator*

## Email Subject: IREx Study at your site

### Recipients

Study Managers, Relying HRPP, Site Study Teams

### Category

Site Engagement

### Occurrence

When the Study Manager presses the Notify HRPP button to alert the site HRPP and study team that the study is in IREx.

### Attachments

None

### Why


To connect the local HRPP & study team so they can discuss how to initiate reliance at their site.

### Note

Links to IREx study page, Participating Site HRPP resource page, & Participating Study Team resource page

## Preview

### IREx Study at your site



IRBExchangeAdministrator  
To: IRBExchangeAdministrator

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5:00 PM

Dear Liaison(s) and Study Investigator,

Jefferson University (FWA: ) has been listed as a participating site in IREx for the following study:

**Title** 20200320 3rd ones a charm  
**Reviewing IRB** Mellon University Medical Center  
**Local Investigator** Carnegie PI

#### What do I do with this email?

**Study PI**

Many HRPPs require a local submission to initiate the single IRB (sIRB) process at their institution. Reach out to your Human Research Protection Program (HRPP)/IRB Liaisons on this email to find out what you need to do to initiate the sIRB process at your site.

**YOU CANNOT ACCESS THE STUDY IN IREX YET.**

You receive access to the study in IREx after your HRPP logs in to confirm your site is participating and lists you on the study.

**HRPP Liaisons**

1) **NEW: Make sure your FWA is captured correctly in IREx!**  
[Login to IREx](#) to verify whether your site is engaged for this study and identified correctly. This may require contacting your local PI if they have not submitted the study for review. On the Study Registration Pop-up in IREx you can now:

- a. **Correct the information** if your site is engaged, but the incorrect FWA or PI is listed.
- b. **Indicate your site is not engaged**, if applicable. You will no longer receive email notifications about the study.
- c. **Add other FWAs** thought to be engaged. The Liaison(s) at these sites will be notified about the study.

2) If you have not received a submission from the local investigator, consider reaching out to let him/her know how they can initiate reliance at your institution.

3) Use the Getting Started checklist on the IREx study page to walk you through ceding review and any other required steps.

#### Need Help?

Access the user quick guides and other materials from the [IREx Participating Site HRPP Resources](#) and [IREx Participating Study Teams Resources](#).

*Thank you for using IREx,  
The IREx Team*

Email Subject:

## Action Required: Complete the PI Survey in IREx

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### Recipients

Study Team, Relying HRPP

### Category

Local Considerations

### Occurrence

When the Relying HRPP has completed all of their steps in IREx, but the PI has not completed their survey.

### Attachments

None

### Why

To remind the PI to complete the PI survey in IREx

### Preview

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#### Action Required: Complete the PI Survey in IREx



IRBExchangeAdministrator

To ○ IRBExchangeAdministrator



5:32 PM

Dear PI,

Please login to [IRB Reliance Exchange](#) and complete the PI Survey for the following study:

**20200320 3rd ones a charm**

This step must be completed before the Reviewing IRB can begin IRB review for our site.

Sincerely,  
VUMC HRPP Liaison

Email Subject:

## Action Required: Acknowledge the PI Survey in IREx

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### Recipients

Study Team, Relying HRPP

### Category

Local Considerations

### Occurrence

When the PI survey is completed if the HRPP has already completed all of their steps in IREx

### Attachments

None

### Why

To let the Relying HRPP know to log back into IREx to complete this last step (since their other steps are done)

### Preview

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#### Action Required: Complete the PI Survey in IREx



IRBExchangeAdministrator

To IRBExchangeAdministrator



5:32 PM

Dear PI,

Please login to [IRB Reliance Exchange](#) and complete the PI Survey for the following study:

**20200320 3rd ones a charm**

This step must be completed before the Reviewing IRB can begin IRB review for our site.

Sincerely,  
VUMC HRPP Liaison

Email Subject:  
**IREx: Notification of Reliance**

Recipients

Reviewing IRB, Relying HRPP, Study Managers, Site Study Team

Category

Reliance Decision

Occurrence

When the Relying HRPP accepts the SSRP to Indicate Reliance on the Reviewing IRB

Attachments

SSRP, Reliance Notification

Why



To confirm the Relying HRPP has Indicated Reliance


Note


This is not a notice of IRB approval.


Preview


IREx: Notification of Reliance

IRBExchangeAdministrator  
To  IRBExchangeAdministrator


 Reply


 Reply All

 Forward



Tue 4/28/2020 4:54 PM

 152006-79434-IREx\_Reliance\_Notification-2020-03-20-152514.pdf  
63 KB

 Study Specific Reliance Plan - Mellon Univ. Med Ctr.pdf  
75 KB

Dear all,

This email confirms that **Jefferson University** has agreed to rely on the **Mellon University Medical Center** IRB using the following agreement(s):

- SMART IRB Master Common Reciprocal Institutional Review Board Authorization Agreement

Study Title	20200320 3rd ones a charm
Study Short Title	charm
IREx Project ID	152006
Reviewing IRB	Mellon University Medical Center (FWA #00001111)
Relying Institution	Jefferson University
Study Link	<a href="https://victertest.irbchoice.org/wimbere/irex/public/study/index/?proj=152006">https://victertest.irbchoice.org/wimbere/irex/public/study/index/?proj=152006</a>

**NOTE: This is not a notice of IRB approval. A separate email will be sent when the study is approved by the reviewing IRB.**

Thank you,  
The IREx Team

[ **WARNING** : This email came from an external source. Please treat this message with additional caution.]

## Email Subject:

# IREx: New IRB Approval For Your Site

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### Recipients

Reviewing IRB, Relying HRPP, Study Managers, Site Study Teams

### Category

Approval Status

### Occurrence

When the Reviewing IRB approves a Site

### Attachments

None


### Why





To alert the Relying HRPP, PI & coordinator that their site was approved by the Reviewing IRB and their documents can be downloaded

## Preview

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### IREx: New IRB Approval For Your Site

IRBExchangeAdministrator  
To IRBExchangeAdministrator



1:18 PM

Dear Liaisons and Study Contacts,

Mellon University Medical Center has shared IRB approval for your institution, Carnegie University Medical Center, in IREx for the study below:

<b>Study Title:</b>	20200320 3rd ones a charm
<b>Type of Review / Approval:</b>	Initial Study: Expedited
<b>Expiration Date:</b>	3/9/2021
<b>Study Link:</b>	<a href="https://victortest.irbchoice.org/embryb/irex/public/study/index/?proj=138554">https://victortest.irbchoice.org/embryb/irex/public/study/index/?proj=138554</a>

**Principal Investigators & Study Contacts:**  
Your approval documents are available in [IREx](#). If you have any questions about your approval or future submissions, please contact the Coordinating Center (CC)/Lead Study Team (LST) or Reviewing IRB. If needed, contact information for the CC/LST is provided in a blue button just under the study title in IREx.

*Thank you for using IREx,  
The IREx Team*

Email Subject:

**IREx: Updated Approval For Your Site**

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**Recipients**

Reviewing IRB, Relying HRPP, Study Managers, Site Study Teams

**Category**

Approval Status

**Occurrence**

When the Reviewing IRB or Study Manager updates an existing approval for the site

**Attachments**

None


**Why**

To alert the Liaisons and study team of any changed approval details, such as documents or dates


**Preview**

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IREx: Updated Approval For Your Site



IRBExchangeAdministrator

To  IRBExchangeAdministrator

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9:11 AM

Dear Liaisons and Study Contacts,

Carnegie University Medical Center updated the approval for your institution, Peabody Institute of Medicine, in IREx for the study below:

**Study Title:** 0410: UpDAtes to SuRvEys (DARE)

**Study Link:** <https://staging.irbexchange.org/study/index/?proj=153964>

**Updated:** Changes are noted below.

Field	Previous	Updated
Date Reviewed	06/02/2020	06/04/2020
Date Approved	06/02/2020	06/05/2020
Added Document		CONSENT FORM.docx
Added Document		Flyer_Faraday_20200301.png

**Principal Investigators & Study Contacts:**

Your updated approval documents are available in [IREx](#). If you have any questions about your approval or future submissions, please contact the IREx Study Manager or Reviewing IRB. If needed, contact information for the Study Manager is provided on your study page, just above the study title.

*Thank you for using IREx,  
The IREx Team*

Email Subject:

## IREx: New IRB Approval For Your Site (Continuing Review)

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### Recipients

Reviewing IRB, Relying HRPP, Study Managers, Site Study Teams

### Category

Approval Status

### Occurrence

When the Reviewing IRB or Study Manager uploads a Continuing Review approval for Sites

### Attachments

None

### Why

To alert the Relying HRPP & PI of the Continuing Review approval and their new approval documents that are available

### Preview

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#### IREx: New IRB Approval For Your Site



IRBExchangeAdministrator  
To ○ IRBExchangeAdministrator



12:35 PM

Dear Liaisons and Study Contacts,

Mellon University Medical Center has shared IRB approval for your institution, Jefferson University , in IREx for the study below:

**Study Title:** 20200320 3<sup>rd</sup> ones a charm

**Type of Review / Approval:** Continuing Review: Expedited

**Expiration Date:** 4/28/2022

**Study Link:** <https://www.irbexchange.org/study/index/?proj=19>

**Principal Investigators & Study Contacts:**

Your approval documents are available in [IREx](#). If you have any questions about your approval or future submissions, please contact the Coordinating Center (CC)/Lead Study Team (LST) or Reviewing IRB. If needed, contact information for the CC/LST is provided in a blue button just under the study title in IREx.

*Thank you for using IREx,  
The IREx Team*

Email Subject:

## IREx: New IRB Approval For Your Site (Amendment)

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### Recipients

Reviewing IRB, Relying HRPP, Study Managers, Site Study Teams

### Category

Approval Status

### Occurrence

When the Reviewing IRB or Study Manager uploads an Amendment for the Participating Sites

### Attachments

None


### Why

To alert the Relying HRPP & PI of the amendment – including a brief change summary – and their new approval documents that are available.


## Preview

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RICE -- IREx: New IRB Approval For Your Site



IRBExchangeAdministrator  
To IRBExchangeAdministrator



10:10 AM

Dear Liaisons and Study Contacts,

Carnegie University Medical Center has shared IRB approval for your institution, University of Hamilton , in IREx for the study below:

<b>Study Title:</b>	Responses to Infarction in Clinical sEttings (RICE Trial)
<b>Type of Review / Approval:</b>	Amendment: Expedited
<b>Version</b>	9/30/2019 v.4.0, Rev. 4
<b>Change Summary</b>	This an administrative process only to stage currently approved studies with the external IRB application as a result of e-IRB system enhancements made in March 2020. There have been no changes to study documents as a result of this process.
<b>Expiration Date:</b>	4/15/2021
<b>Study Link:</b>	<a href="https://www.irbexchange.org/study/index/?proj=1">https://www.irbexchange.org/study/index/?proj=1</a>

**Principal Investigators & Study Contacts:**  
Your approval documents are available in [IREx](#). If you have any questions about your approval or future submissions, please contact the Coordinating Center (CC)/Lead Study Team (LST) or Reviewing IRB. If needed, contact information for the CC/LST is provided in a blue button just under the study title in IREx.

*Thank you for using IREx,  
The IREx Team*