



IRB Reliance Exchange

YOUR SYSTEM SOLUTION FOR SINGLE IRB REVIEW

Notifications Encyclopedia

Reviewing IRB

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Email Subject:

Your IREx user account has been created

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

Your IREx user account has been created



IRBExchangeAdministrator
To IRBExchangeAdministrator



General

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
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*



11:32 PM

Email Subject:

IREx Password Reset Request

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

IREx Password Reset Request



IRBExchangeAdministrator

To  IRBExchangeAdministrator



2:10 PM

Dear Cindy Lu,

A password reset request has been made for:
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: Participating Sites Added to Study

Recipients

Reviewing IRB

Category

Study Setup

Occurrence

When the Reviewing IRB or Study Manager adds sites to study

Attachments


None

Why


To notify the sIRB and IREx Admin team that sites have been added to the study





Preview

IREx: Participating Sites Added to Study



IRBExchangeAdministrator

To  IRBExchangeAdministrator



9:18 AM

The Study Manager has added the following sites to your study in IREx. If these sites should not have been added or are not allowed to rely on your institution for this study, please communicate with the coordinating center staff and remove the site, if needed.

Study Title

20200320 3rd ones a charm

Reviewing IRB

Mellon University Medical Center

Study Link

<https://victptest.irbchoice.org/wimbere/irex/public/study/index/?proj=152006&siteId=38600>

Sites Added

Site Name	SMART IRB	IREx User
Carnegie University Medical Center	Yes	Yes
Jefferson University	Yes	Yes
Eastman Medical Center of Ohio	Yes	Yes
Faraday Medical Center	Yes	Yes

Thank you,

IREx Administrator

Email Subject:

IREx: New Site Registered for Study

Recipients

Reviewing IRB, Study Managers

Category

Site Engagement

Occurrence

When the Relying HRPP confirms their FWA and PI are engaged for a study

Attachments

None

Why

To alert the Reviewing IRB & Study Manager that a site has registered

Note

This email may identify an additional FWA engaged (Combo Site), FWA changed, PI changed

Preview

IREx: New Site Registered for Study



IRBExchangeAdministrator

To ○ IRBExchangeAdministrator



4:37 PM

Dear Study Manager and Reviewing IRB Liaison,
An HRPP Liaison completed registration for the study as shown below:

Study Title	20200320 3rd ones a charm
Site	Eastman Medical Center of Ohio (#45648974865)
PI	Only PI (onlypi@eastman.cdu)
PI Access	Only PI now has access to the study.

If you have questions about this site's registration, please contact [Alys Kim](#).

STUDY LINK: [Click here to view the study](#)

*Thank you,
IREx Administrator*

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

Email Subject:

IREx: Site Declined Engagement for Study

Recipients

Reviewing IRB, Study Managers

Category

Site Engagement

Occurrence

When the Relying HRPP declines that their FWA is engaged for a study

Attachments

None

Why

To alert the Reviewing IRB & Study Manager that a site has declined registration

Preview

FW: Mars -- IREx: Site Declined Engagement for Study



IRBExchangeAdministrator
To: IRBExchangeAdministrator



4:37 PM

Dear Study Manager and Reviewing IRB Liaison,

An HRPP Liaison indicated their site is not engaged for the study as shown below:

Study Title	Drive-Thru Influenza Vaccinations in Mars
Site	Carnegie University Medical Center (#12345678)
PI	Carnegie PI (pi@carnegieu.cdu)

The Liaison updated the site/PI information as shown below

Site is not engaged	Carnegie University Medical Center (#12345678) provided the following reason they are not engaged: <i>This site will not sign the required agreements.</i> This information is captured on the Status Summary under "Non-Engaged Sites".
----------------------------	--

If you have questions about this site's registration, please contact ['Asri Mumpuni](#).

STUDY LINK: <https://test.irbexchange.org/main-branch/public/study?proj=898219>

Thank you,
IREx Administrator

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	https://victertest.irbchoice.org/wimbere/irex/public/study/index/?proj=152006

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 Update: Relying HRPP Accepted Revised SSRP

Recipients

Reviewing IRB

Category

Reliance Decision

Occurrence

When the Relying HRPPs accepts a revised SSRP from the Reviewing IRB

Attachments

Updated SSRP

Why

To confirm the Relying HRPP has accepted the revised SSRP

Note

Not a new indication of reliance

Preview

RICE -- IREx: Relying HRPP Accepted Revised SSRP

IRBExchangeAdministrator

To

IRBExchangeAdministrator

PDF

Study Specific Reliance Plan - Baylor College Med.pdf

73 KB

↶

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→

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11:33 AM

Dear all,

This email confirms that **Hamilton College of Medicine** has accepted the revisions to the Study-Specific Reliance Plan (SSRP) from **Carnegie University Medical Center** for the study below:

Study Title	Responses to Infarction in Clinical sEttings
Study Short Title	RICE
IREx Project ID	199318
Reviewing IRB	Carnegie University Medical Center (FWA #00005756)
Relying Institution	Hamilton College of Medicine (FWA #00045678)
Study Link	https://staging.irbexchange.org/study/index/?proj=199318

NOTE: This is not a new indication of reliance. A PDF of the Notification of Reliance can be download from the [study page in IREx](#).

Thank you,
The IREx Team

Email Subject:

IREx Update: New Local Considerations Complete

Recipients

Reviewing IRB, Study Manager

Category

Local Considerations

Occurrence

When the Local Considerations have been completed

Attachments

Link to Reviewing HRPP email

Why


To alert the study manager so they can prescreen the information and export it for submission to the Reviewing IRB

Note

May includes Notes in RED if Relying sites tasks are incomplete (i.e., indicating reliance, agreements)


Preview

IREx Update: New Local Considerations Complete



IRBExchangeAdministrator

To: IRBExchangeAdministrator



5:09 PM

Carnegie University Medical Center has completed the local considerations and all steps in their Getting Started checklist for the study below.

Study Title: 20200320 3rd ones a charm

Relying Site: Carnegie University Medical Center

Reviewing IRB Liaisons: IREx HRPP (irextestinghrpp@gmail.com)

Next Steps

- PRE-SCREEN LOCAL CONSIDERATIONS**
 - Pre-screen the HRP and PI surveys and the consent form, if applicable, for completion (e.g., is any information missing from the consent form sections; does the language provided read properly). Consent forms are uploaded to the HRP survey.
 - If changes or clarifications are needed, the HRPP liaison at the site can make the changes to the PI survey and HRP survey. Reach out to the local study team who can work with their HRPP to make changes, as needed.
- EXPORT LOCAL CONSIDERATIONS FROM IREx**

After receiving this email, please allow up to ten minutes for the Export feature to be available for download. Click "Export Data" button and select "Export Local Considerations" to download the local considerations for this site and submit all files to the Reviewing IRB for review, as instructed by the Reviewing IRB. These files will be included in the export:

 - HRP Survey responses (PDF)
 - PI Survey responses (PDF)
 - Institutional Profile (PDF)
 - Site-specific consent forms, if applicable for this study.
 - Other documents that are uploaded to the HRP or PI Surveys and the Institutional Profile. The survey type will be included in the file name (e.g., [Institutional Profile]_filename)
- SUBMIT THE SITE TO THE SIRB FOR REVIEW**

If you have questions about how to submit to the Reviewing IRB, contact one of the Reviewing IRB liaisons listed below.

 - IREx HRPP (irextestinghrpp@gmail.com)

*Thank you,
IREx Administrator*

Email Subject:

IREx: Site Updated Local Considerations Response

Recipients

Reviewing IRB, Study Manager

Category

Local Considerations

Occurrence

When the Relying HRPP has changed the Local Considerations responses to the PI and/or HRP Survey

Attachments


None


Why

To alert the study manager and sIRB that a Local Considerations survey was changed by the Site

Preview

IREx: Site Updated Local Considerations Response

IRBExchangeAdministrator

To IRBExchangeAdministrator

Can be for the PI or HRP Survey

Dear Coordinating Center / Lead Study Team,

University of Kentucky has modified their responses to the Local PI Survey on the following study:

20200414 Asri Combo Carnegie sirb

Survey response changes are noted below.

Survey Field	Previous Response	Updated Response
Site Investigator's Phone	555-555-5555	555-555-6666
Please review the planned list of personnel who will be engaged in human subjects research and indicate whether COI applies:	I have verified there are no financial interests to disclose	I have verified any relevant interests have been disclosed per my institutional policy and managed, as applicable
RECRUITMENT PLAN: Are there any differences to the initial contact and/or recruitment plan at your site from that described in the protocol or associated documents based on local requirements or state law?	No	Yes

If this information has already been submitted to the Reviewing IRB for review, please be sure to communicate these changes to the Reviewing IRB for this site.

Note: the completed surveys are now viewable on the Status Summary tab in IREx; however, please allow up to ten minutes for the Export feature to be available for download.

[Click here to view the study.](#)

Thank you,
IREx Administrator

Email Subject:

IREx: New IRB Approval For Your Site

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

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:

Study Title:

20200320 3rd ones a charm

Type of Review / Approval:

Initial Study: Expedited

Expiration Date:

3/9/2021

Study Link:

<https://victortest.irbchoice.org/embryb/irex/public/study/index/?proj=138554>

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

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

IREx: Updated Approval For Your Site



IRBExchangeAdministrator

To  IRBExchangeAdministrator



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)

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

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 3rd 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)

Recipients

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

Category

Approval Status

Attachments

None

Occurrence


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


Why





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

Preview

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:

Study Title:	Responses to Infarction in Clinical sEttings (RICE Trial)
Type of Review / Approval:	Amendment: Expedited
Version	9/30/2019 v.4.0, Rev. 4
Change Summary	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.
Expiration Date:	4/15/2021
Study Link:	https://www.irbexchange.org/study/index/?proj=1

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:

Time to upload Continuing Review to IREx

Recipients

Reviewing IRB, Study Managers

Category

Approval Status

Occurrence

When an existing study approval is 60, 30, 14, and 7 days from study expiration

Attachments


Link to the Reviewing IRB Resources page

Why

To remind the Reviewing HRPP that the study will expire so they can work with the Study Manager for Continuing Review

Preview






Time to upload Continuing Review to IREx




IRBExchangeAdministrator

To ☐ IRBExchangeAdministrator

Cc ☐ IRBExchangeAdministrator



12:26 PM

 General

Dear Liaison and Study Manager,

The expiration date listed in IREx for the study below is: Feb 28, 2022.

If a new approval has been issued, site liaisons and study managers can upload the new approval in IREx to keep the study up to date. If this study has closed, you can upload the official sIRB closure determination letter and date to IREx. All sites will be notified of the closure.

Title	Acute treatment of broken limbs in Jupiter
Link	https://staging.irbexchange.org/study?proj=106

Need Help?

Use this [Continuing Review Quick Guide](#) to walk you through the steps to upload approval or this [Quick Guide for help closing the study](#). If you have other questions, don't hesitate to reach out to the IREx Admin team!

*Thank you for using IREx,
The IREx Team*