



IRB Reliance Exchange

YOUR SYSTEM SOLUTION FOR SINGLE IRB REVIEW

Notifications Encyclopedia

Study Team

Contents

Your IREx user account has been created.....	3
IREx Password Reset Request	4
IREx Study at your site	5
Access to Your Study In IREx	6
Action Required: Complete the PI Survey in IREx.....	7
Action Required: Acknowledge the PI Survey in IREx.....	8
Update: The PI Survey was edited by your site	9
IREx: Notification of Reliance.....	10
IREx: New IRB Approval For Your Site	11
IREx: Updated Approval For Your Site	12
IREx: New IRB Approval For Your Site (Continuing Review)	13
IREx: New IRB Approval For Your Site (Amendment)	14

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



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

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

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 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:

- Correct the information** if your site is engaged, but the incorrect FWA or PI is listed.
- Indicate your site is not engaged**, if applicable. You will no longer receive email notifications about the study.
- 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:

Access to Your Study In IREx

Recipients

Study Team

Category

Study Access

Occurrence

When the Relying HRPP gives the PI access to IREx

Attachments


Link to Participating Site Study Team Resources

Why


To let the PI know they have access to IREx & next steps





Preview

Access to Your Study In IREx



IRBExchangeAdministrator

To  IRBExchangeAdministrator



4:47 PM

Dear PI,

Your HRPP/IRB has given you access to IREx, as a PI, to the study listed below. If this is your first study on this platform, a separate email was also sent with your login information.

Study Title: 20200320 3rd ones a charm

Reviewing IRB: Mellon University Medical Center

Your Institution: Eastman Medical Center of Ohio

Study Link: <https://victptest.irbchoice.org/wimbere/irex/public/study/index/?proj=152006>

Next Steps:

1. Add other study team members at your site to IREx:
 - Click "Add/Edit Study Team" to review who has access to IREx.
 - You can add additional team members or click Save to move on.
 - For additional guidance, visit IREx Participating Site Study Team Resources [IREx Participating Site Study Team Resources](#)
2. Complete the PI Survey using the GETTING STARTED Checklist:
 - After verifying your local study team, click Complete PI Survey on the GETTING STARTED Checklist.
 - This survey must be completed by the PI and is very brief.
 - Note: Your HRPP may require a local submission BEFORE they will complete their local considerations in IREx.

About the IRB Reliance Exchange (IREx):

IREx is a freely available web-based portal that supports single IRB (sIRB) documentation and communication for multi-center clinical trials. The portal is hosted by Vanderbilt University Medical Center. Your user account gives you access to all of the IRB approved documents for your site for this study, and you will be notified when your approvals are available for download.

Need Help?

Send any questions or requests for assistance to admin@irbexchange.org

*Thank you for using IREx,
The IREx Team*

Email Subject:

Action Required: Complete the PI Survey in IREx

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

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

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

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:

Update: The PI Survey was edited by your site

Recipients

Study Team

Category

Local Considerations

Occurrence

When edits are made to the PI survey

Attachments


None

Why


To let the PI know an edit has been made in the PI survey

Preview

Update: The PI Survey was edited by your site



IRBExchangeAdministrator

To  IRBExchangeAdministrator

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4:35 PM

Dear All,

Violette Brady made edits to the PI Survey for the study titled **Influenza in Mars**.

Survey response changes are noted below.

Survey Field	Previous Response	Updated Response
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
How does the recruitment plan differ? Please describe the specific steps to be used to identify and/or contact prospective participants at your site. Also, if applicable, describe how you have access to lists of potential participants.	-	The site will use PI as well as Coordinators to recruit participants for the study.

[login to the study here](#). Then, from the top of the study page, click on Site-specific Info and select PI survey.

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: 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

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

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*