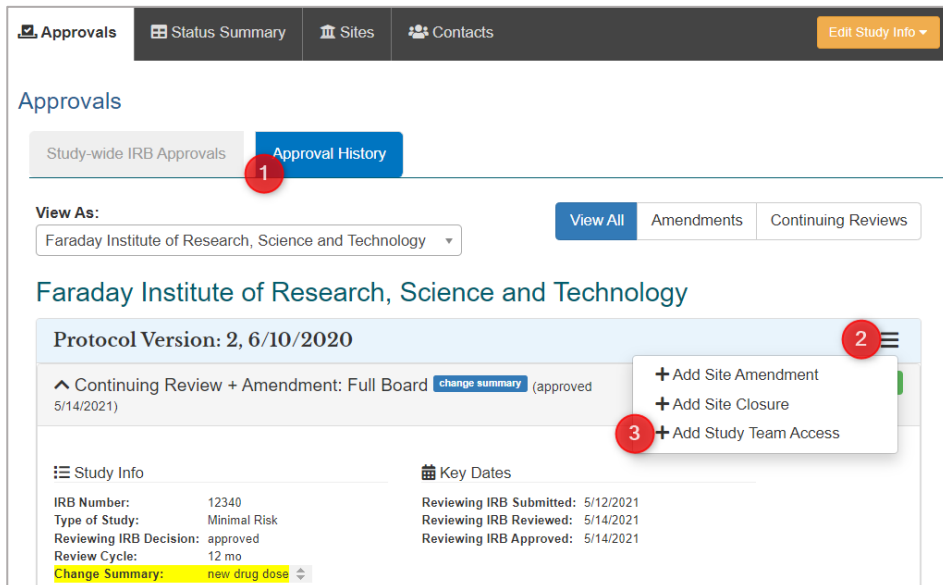


# HOW TO ADD RELYING SITE STUDY TEAM MEMBER ACCESS

IREx Study Managers and Reviewing IRB Liaisons can grant IREx access for new Relying Site **Study Team Members** on their studies. This role is intended for anyone on the study team (e.g., Clinical Research Coordinator, Regulatory Specialists, Research Nurse, Clinical Research Manager or Navigator, etc.) other than an investigator.

## ADDING RELYING SITE STUDY TEAM MEMBERS FROM THE APPROVAL HISTORY TAB

1. In the Approval History tab, select the site (**View As**) for which you would like to add a new Study Team Member.
2. In the light blue Versions bar, click on the menu (3 horizontal lines) on the right-hand side.
3. Select **+Add Study Team Access**.



**Approvals** | Status Summary | Sites | Contacts | Edit Study Info

Approvals

Study-wide IRB Approvals | **Approval History**

View As: Faraday Institute of Research, Science and Technology | View All | Amendments | Continuing Reviews

**Faraday Institute of Research, Science and Technology**

Protocol Version: 2, 6/10/2020

Continuing Review + Amendment: Full Board (approved) 5/14/2021

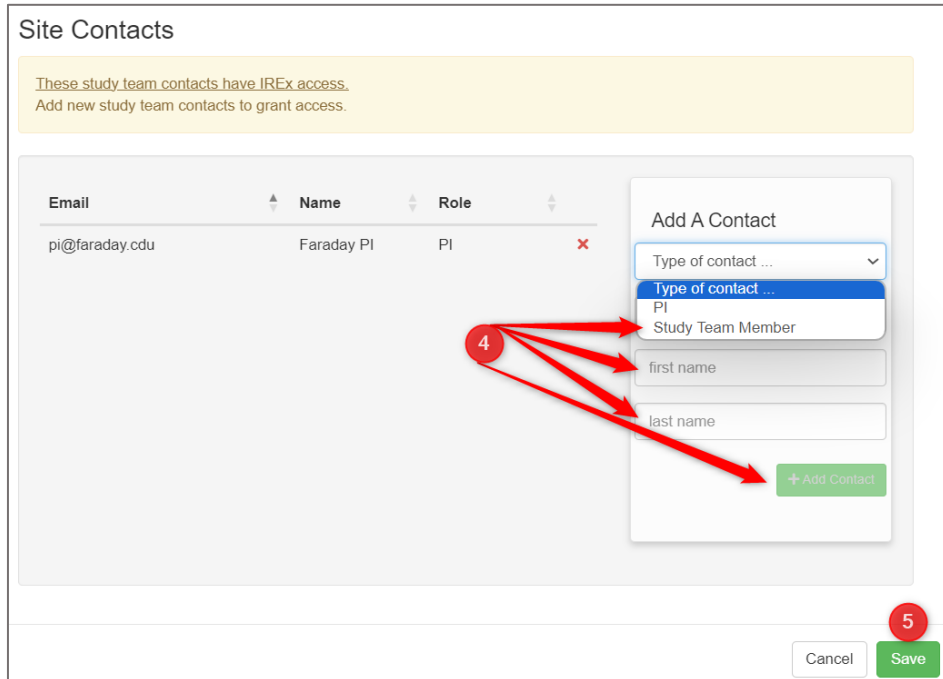
Study Info | Key Dates

IRB Number: 12340 | Type of Study: Minimal Risk | Reviewing IRB Decision: approved | Review Cycle: 12 mo | Change Summary: new drug dose

Reviewing IRB Submitted: 5/12/2021 | Reviewing IRB Reviewed: 5/14/2021 | Reviewing IRB Approved: 5/14/2021

+ Add Site Amendment  
+ Add Site Closure  
**+ Add Study Team Access**

4. Select the Type of Contact, fill in the Study Team Member's information and click **+Add Contact**.
5. Click **Save**.



Site Contacts

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

Email	Name	Role
pi@faraday.edu	Faraday PI	PI

Add A Contact

Type of contact ...  
Type of contact ...  
PI  
Study Team Member

first name  
last name

+ Add Contact

Cancel | **Save**

## ADDING RELYING SITE STUDY TEAM MEMBERS FROM THE SITES TAB

1. In the Sites tab, click either **+Add Study Team Member** or **Contacts** for the appropriate site.
2. Complete Steps 4-5 in the Site Contacts popout, as outlined above.

Institution	Granted Access	PI (required)	Study Team Member	
Carnegie University Medical Center #12345678 Site Closed	✓	IREx PI	Sally Coordinator	Email
Faraday Institute of Research, Science and Technology #01569874	✓	Faraday PI	Faraday Coordinator	Contacts, Email
Midwest University Medical Center #00951753	✓	Midwest PI	+ Add Study Team Member	Contacts, Email
Peabody Institute of Medicine #89764566	✓	Dexter PI	+ Add Study Team Member	Contacts, Email

## ADDING RELYING SITE STUDY TEAM MEMBERS FROM THE CONTACTS TAB

1. In the Contacts tab, click **Edit Study Team Access**.
2. Complete Steps 4-5 in the Site Contacts popout, as outlined above.

**\*Note:** Please also select the appropriate site for the Study Team Member.

Site	Role	Name	First Access	Last Access
Carnegie University Medical Center	Study Team Member	Sally Coordinator	12/11/2020	05/04/2021
Carnegie University Medical Center	PI	IREx PI	06/10/2020	06/10/2020
Faraday Institute of Research, Science and Technology	PI	Faraday PI	03/31/2021	03/31/2021