New Relying HRPP Workflow:
Only ONE IREx Log In!
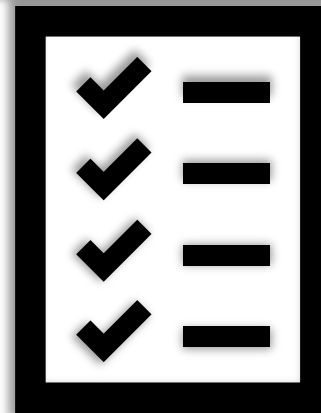
1 **Relying HRPP & Study Team notified of study in IREx**

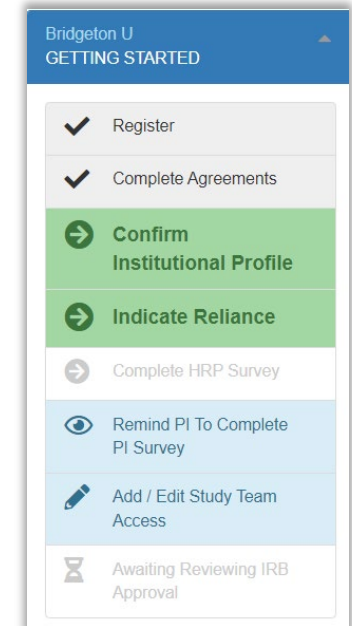Share local reliance process with study team
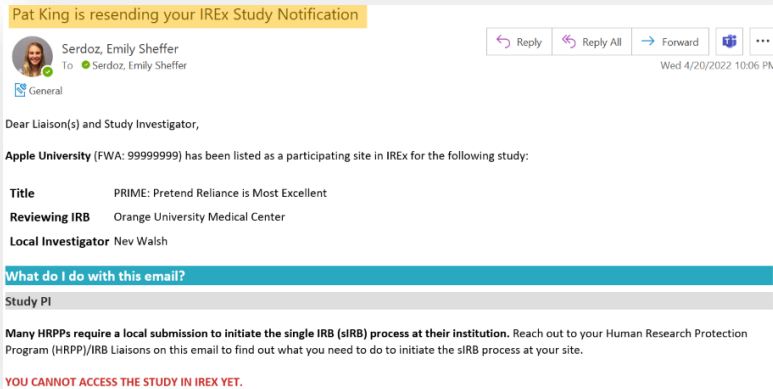
2 **Relying HRPP completes local reviews** (outside of IREx)

3 **Relying HRPP logs in to IREx to complete all steps**

- Study team access is granted when HRPP registers
- HRPP notified when PI Survey is completed, if you want to see it

Workflow for HRPPs that prefer to see the PI Survey before it goes to the sIRB

1 **Relying HRPP & Study Team notified of study in IREx**

Share local reliance process with study team

2 **Relying HRPP logs in to IREx**

OPTIONS:
1. Log out after registering
2. Complete any other steps, fill out HRP Survey without signing

Bridgeton U
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

3 **Relying HRPP completes local reviews (outside of IREx)**

4 **Relying HRPP notified PI Survey completed**
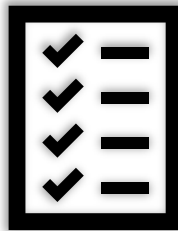
Dear Relying Site HRPP(s),

Relying Site PI completed the PI Survey for the study below. When you're ready you can finalize the item(s) needing HRPP attention highlighted below for the Reviewing IRB.

Study Title	Study 22
Reviewing IRB	Vanderbilt University Medical Center
Relying Institution	Carnegie University Medical Center
PI Name & Email	Relying Site PI (irextestingpi@gmail.com)
Needs HRPP attention:	Complete HRP Survey
Study Link	https://test.irbexchange.org/feature-branch/public/s/project/3719913

Thank you,
IREx Administrator

5 **Relying HRPP views/edits PI Survey**

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

6 **Relying HRPP logs in to IREx to complete remaining steps**

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

Review both options below and decide which works best for your site! +

SIRB/SM post lead site approval to IREx & grants sites access to study

Relying HRPP receives local submission from study team & performs local reviews

Relying HRPP begins IREx documentation (document reliance, confirm IP)

= **Optional step**

SIRB = Single IRB
SM = Study Manager/Lead Study Team
IP = Institutional Profile

Does Relying HRPP prefer to verify PI Survey?

Yes

No

Is PI Survey complete?

No

Yes

Relying HRPP sends PI reminder to complete PI Survey from IREx

Relying HRPP fills out HRP Survey without signing

Relying HRPP is notified when PI Survey is completed

Relying HRPP verifies* PI Survey Responses

***Note:** HRPP Staff verifying the PI Survey will not 'sign off' on the survey. Make necessary edits to the survey and PI will re-attest; or communicate with the Study Team outside of IREx to ask them to make edits.

Relying HRPP completes HRP Survey

SIRB/SM notified of completed IREx documentation for site