# IREX GETTING STARTED CHECKLISTS: FIRST STEPS

## Reviewing IRB

**GETTING STARTED**

- ➡ **Complete IREx Setup**
- ➡ Upload Overall Study Approval
- ➡ Publish Approval

## IREx Study Manager

**GETTING STARTED**

- ➡ **Add Participating Sites**
- ➡ Notify Site HRPPs/IRBs
- 👁 View Site Progress on Status Summary
- ☁ Upload Relying Site Approval

## Participating Site HRPP

**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

## Investigator

**GETTING STARTED**

- ➡ **Complete/Attest to PI Survey**
- ✏ Add / Edit Study Team Access

## Coordinator
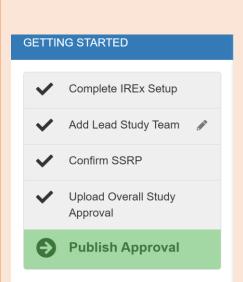
**GETTING STARTED**

- ➡ **Start PI Survey for VUMC**
- ➡ Awaiting PI Attestation for VUMC
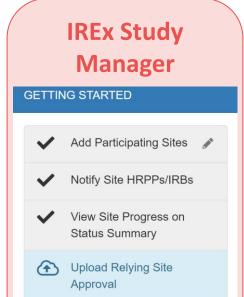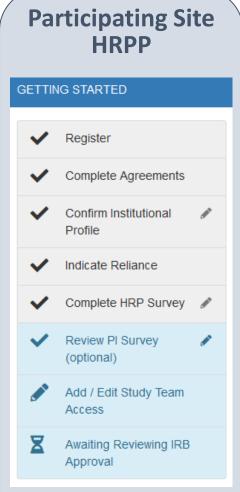- ✏ Add/Edit Study Team Access

**KEY**
**Green = Action needed**
**White = Action upcoming**
**Gray = Action completed**
**Blue = Action optional / FYI**

# IREX GETTING STARTED CHECKLISTS: <u>COMPLETED</u>

## Reviewing IRB

**GETTING STARTED**

- ✔ Complete IREx Setup
- ✔ Add Lead Study Team ✏
- ✔ Confirm SSRP
- ✔ Upload Overall Study Approval
- ➡ **Publish Approval**

## IREx Study Manager

**GETTING STARTED**

- ✔ Add Participating Sites ✏
- ✔ Notify Site HRPPs/IRBs
- ✔ View Site Progress on Status Summary
- ☁ Upload Relying Site Approval

## Participating Site HRPP

**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

## Investigator

**GETTING STARTED**

- ✔ Complete/Attest to PI Survey ✏
- ✏ Add / Edit Study Team Access

## Coordinator

**GETTING STARTED**

- ✔ Start PI Survey for Carnegie U Med Ctr ✏
- ✔ Awaiting PI Attestation for Carnegie U Med Ctr
- ✏ Add/Edit Study Team Access

**KEY**
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**Gray = Action completed**
**Blue = Action optional / FYI**