IREx CHECKLISTS: FIRST STEPS

Reviewing IRB

Checklist

- ✔ Create Study ✏
- ➡ **Complete IREx Setup**
- ➡ Confirm Primary Study Contacts
- ➡ Upload Overall Study Approval
- ➡ Publish Approval

IREx Study Manager

Checklist

- ➡ **Upload Overall Study Approval**
- ➡ Publish Approval
- ➡ **Add Participating Sites**
- ➡ Request Agreements
- ➡ Grant Site Access
- 👁 View Site Progress on Status Summary
- ☁ Upload Relying Site Approval

Relying Site HRPP

Checklist

- ✔ 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

Checklist

- ➡ **Complete/Attest to PI Survey**
- ✏ Add / Edit Study Team Access
- ⌛ Awaiting Reviewing IRB Approval

Study Team Member

Checklist

- ➡ **Start PI Survey for Carnegie U Med Ctr**
- ➡ Awaiting PI Attestation for Carnegie U Med Ctr
- ✏ Add / Edit Study Team Access
- ⌛ Awaiting Reviewing IRB Approval

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

IREx CHECKLISTS: COMPLETED

Reviewing IRB

Checklist

- ✔ Create Study ✏
- ✔ Complete IREx Setup
- ✔ Confirm Primary Study Contacts ✏
- ✔ Confirm SSRP
- ✔ Upload Overall Study Approval
- ➡ **Publish Approval**

IREx Study Manager

Checklist

- ✔ Add Participating Sites ✏
- ✔ Request Agreements
- ✔ Grant Site Access
- ✔ View Site Progress on Status Summary
- ☁ Upload Relying Site Approval

Relying Site HRPP

Checklist

- ✔ 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

Checklist

- ✔ Complete/Attest to PI Survey ✏
- ✏ Add / Edit Study Team Access
- ⧖ Awaiting Reviewing IRB Approval

Study Team Member

Checklist

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

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