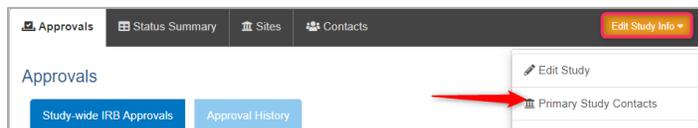


Single IRB Liaisons and existing IREx Study Managers can grant IREx access for new **IREx Study Managers** on their studies. The IREx Study Manager works with relying sites to manage site access to the study in IREx, track site readiness for sIRB review, submit local site documentation to the sIRB for review, and upload site approvals and amendments over the life of the study.

## ADDING AN IREx STUDY MANAGER FOR THE LEAD SITE

1. Click the orange **Edit Study Info** button on the right side of the navigation bar.
2. Click **Primary Study Contacts** button to open the Site Contacts box.
3. Choose the Type of Contact from the dropdown list – **IREx Study Manager**
4. Fill in the email, first name, and last name. Select the Study Manager's site – typically the lead site. Click **+Add Contact** button.
5. Click **Save**.



Site Contacts : Mellon University Medical Center

Site Contacts

Email	Name	Role	Is PI?
sm@mellon.cdu	mellon sm	IREx Study Manager	<input type="checkbox"/>
pi@mellon.cdu	Mellon PI	PI	<input checked="" type="checkbox"/>

Add A Contact

IREx Study Manager

Type of contact ...

PI

Study Team Member

**IREx Study Manager**

first name

last name

Select a site

Cancel

6. The IREx Study Manager that was added will receive an IREx Notification email with information about the Study Manager role. If they are new to IREx, they will also receive an email with IREx login information.