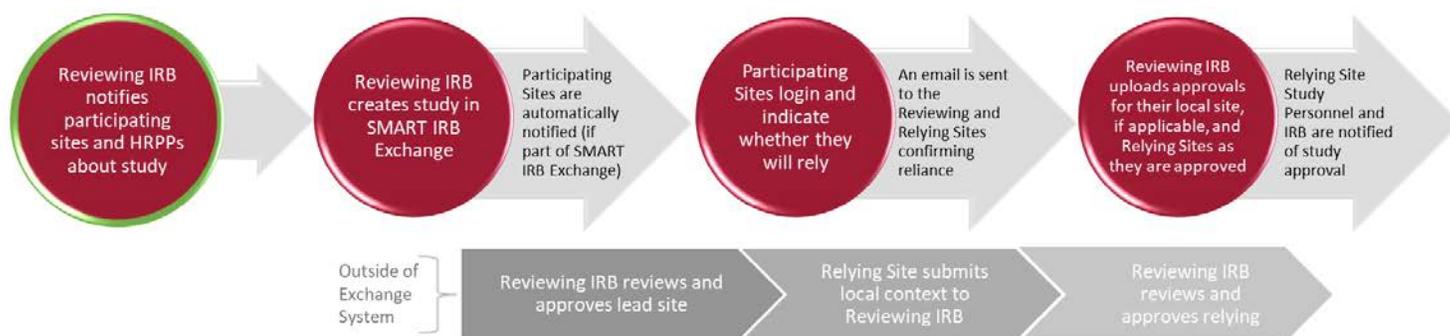


# SMART IRB EXCHANGE

## Using SMART IRB Exchange as the Relying Site



### PRIOR TO PARTICIPATING IN A STUDY

- ❑ **COMPLETE YOUR INSTITUTIONAL PROFILE IN EXCHANGE:** From the dashboard, view and edit your Institutional Profile, specifically, sections 1 (Generally HRPP Info), 2 (Local Context), and 3 (Local Policies and Processes for Relying on an External IRB).

**TIP:** Section 3 of the Institutional Profile captures your local submission processes and requirements when using reliance. Your study team can view this information to learn more about their requirements prior to reliance and while relying on an external IRB.

### INDICATE YOUR WILLINGNESS TO RELY ON THE REVIEWING IRB

- ❑ **REGISTER FOR THE STUDY:** When the Reviewing IRB identifies your site as a participating site, you will receive an email notification from SMART IRB Exchange with a link to register for the study. Registering does not commit you to relying. As soon as you [Register](#) for the study you will be able to see more information (e.g., protocol, consents).

**TIP:** You may also search for and register for studies from the Dashboard.

- ❑ **ENTER YOUR ROLE AND REVIEW INFORMATION:** From the Relying Site Approvals tab, use [Edit review](#) to enter the following:
  1. Your local Study Personnel contact information (i.e. PI + coordinator), which will be used to send system communications (i.e., notifications of approvals from the Reviewing IRB).
  2. Key Dates regarding the submission and approval of local context and institutional reviews (optional).
- ❑ **REVIEW AND ACCEPT THE STUDY-SPECIFIC RELIANCE PLAN (SSRP):** The SSRP outlines how things like HIPAA, auditing, and external reporting will be handled for a specific study. In order to rely on the Reviewing IRB, you and the Reviewing IRB must agree on an SSRP:
  1. Accept the SSRP or request changes by emailing or calling the Reviewing IRB Liaisons (contact information provided in the Exchange). Requested changes to the SSRP can be made at the discretion of the Reviewing IRB.
  2. Once accepted, your site will appear under the Relying Sites in the Versions box on the left, and you will receive an email confirmation of the reliance relationship.

**TIP:** Relying Sites do not upload any documents to the Exchange, unless they are part of your institutional Profile.

### AFTER INITIAL IRB REVIEW AND APPROVAL

After initial IRB approval, no further action is needed from Relying Sites in the Exchange. The Reviewing IRB will upload future approvals (e.g., continuing reviews and amendments) to the Exchange, which will generate an email notification to your Study Personnel and IRB liaisons.

## INDICIATING RELIANCE AS A MULTI-SITE LIAISON

Multi-site liaisons are affiliated with multiple FWA-holding institutions and can participate and cede review for these institutions under one liaison account.

- ❑ **REGISTER FOR THE STUDY:** From the SMART IRB Exchange email notification, click the study link to go directly to the study registration page.

**TIP:** You may also search for and register for studies from the Dashboard.

1. Add one engaged institution at a time by selecting the institution from the drop down.
2. Click [Register](#) to indicate the institution is participating in the study.

None of your sites are registered for this study.  
Please select one site to register for this project. You may register additional sites on another screen.  
If this study is restricted, then only the sites permitted to participate in the study will be listed below.

Site to Register

- Children's Hospital of Pittsburgh
- University of Pittsburgh - Of the Commonwealth System of Higher Education
- University of Pittsburgh Medical Center

Select the institution that is participating

- ❑ **ENTER YOUR ROLE AND REVIEW INFORMATION:** After registering for a study you will have access to the “Your Sites” tab where you can view and manage all of your FWA institutions that are participating in the study. Use [Edit review](#) to enter the following:

1. The Study Personnel contact information (i.e., PI + coordinator) for the engaged institution, which is used to send system communications (i.e., notifications of approvals from the Reviewing IRB).
2. Key Dates regarding the submission and approval of local context and institutional reviews (optional).

**Your Sites** | Reviewing IRB Approvals | Relying Site Approvals

### Manage Your Sites

Site	Registered	Review	SSRP
Children's Hospital of Pittsburgh	✓	<a href="#">Edit Review</a>	<a href="#">Accept SSRP</a>
University of Pittsburgh - Of the Commonwealth System of Higher Education	Not participating	✗	✗
University of Pittsburgh Medical Center	<a href="#">Register</a>	✗	✗

Click to enter study info (e.g. key dates and study personnel) for this site

Click to register your other institutions to participate in this study

Click to review and accept SSRP for this site

- ❑ **REVIEW AND ACCEPT THE STUDY-SPECIFIC RELIANCE PLAN (SSRP):** The SSRP outlines how things like HIPAA, auditing, and external reporting will be handled for a specific study. In order to rely on the Reviewing IRB, you and the Reviewing IRB must agree on an SSRP:

1. Accept the SSRP or request changes by emailing or calling the Reviewing IRB Liaisons (contact information provided in the Exchange). Requested changes to the SSRP can be made at the discretion of the Reviewing IRB.
2. Once accepted, your site will appear under the Relying Sites in the Versions box on the left, and you will receive an email confirmation of the reliance relationship.

- ❑ **REGISTER OTHER ENGAGED INSTITUTIONS:** From the “Your Sites” tab, click the button next to the appropriate site name to indicate that site is participating in the study. Click the corresponding Edit Review and Accept SSRP buttons to complete the process of ceding review for each site.

**\*\* NOTE:** Institutions that are not participating in for a given study are greyed out.