

# SMART IRB EXCHANGE

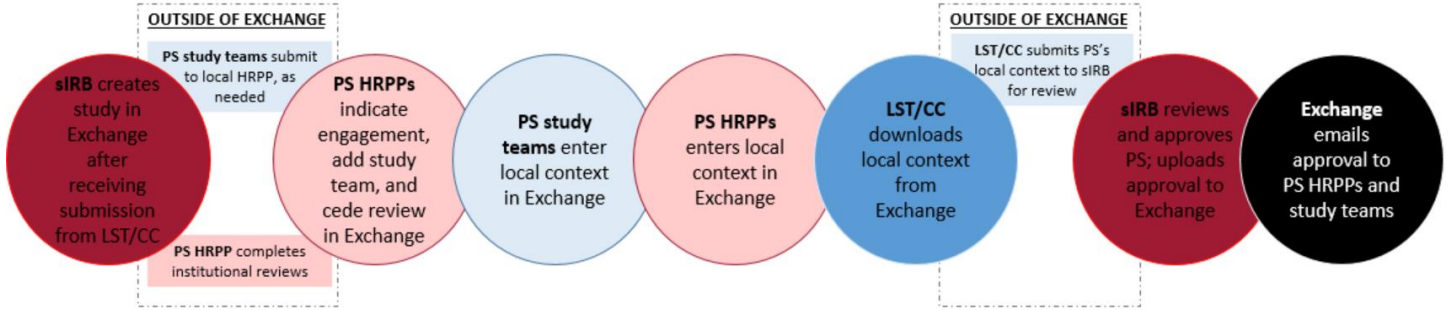
## Using the IRB Exchange as a Participating Site Study Team

The IRB Exchange (“Exchange”) was developed by Vanderbilt to support IRBs, Human Research Protection Programs (HRPPs), coordinating centers, and study teams implement single IRB (sIRB) review for a multisite study. The Exchange’s web-based portal can be used to support the reliance process and exchange of information for the *life of a study*—from initial IRB approval to study close.

- Participating Site Study Teams Use Exchange To:**
- ✓ Track participating site progress towards initial IRB approval
  - ✓ Streamline and centralize the capture of participating sites’ local considerations/context
  - ✓ Centrally manage participating site approval documents
  - ✓ Facilitate communications to participating sites
  - ✓ Automate notifications to participating sites

## GENERAL SINGLE IRB WORKFLOW

PS = Participating Site; LST = Lead Study Team; CC = Coordinating Center




As shown in the diagram, even when using a sIRB each participating site study team must contact and likely submit to their local HRPP to initiate the sIRB process at their institution. Before the sIRB can review for your site, the sIRB has to collect information from your HRPP and your site PI.

## WHEN DO I GET ACCESS TO EXCHANGE FOR A STUDY IN WHICH MY SITE IS PARTICIPATING?

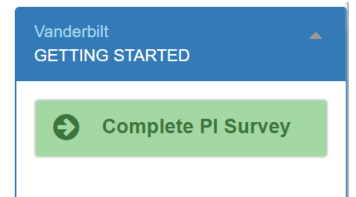
Before you get access to Exchange, you will need to communicate with your local HRPP regarding your steps to initiate reliance on another IRB. After that, your HRPP will login to Exchange to confirm you are participating and add your access.

You will receive an email with a temporary password and a link to login to the Exchange.

- Login and change your password using the under “Your Profile” at the top of the screen. Then click 
- To access your study, use the search feature on the dashboard or the link provided in the email from Exchange.

From the study page:

- Add other study team members from your site to the Exchange: Use the site-specific info button (see image) and selecting **Edit Study Team Contacts**. Each person added will receive an email with a temporary password to login.
- Complete local context: The sIRB may use the Exchange to collect the information it needs from your HRPP and your site PI. If so, when you login, you will see a green button indicating you should Complete PI Survey.
- Download your IRB approval documents: The Exchange will send your study team contacts and your HRPP an email when your site’s approval has been uploaded by the sIRB.



**HAVE A QUESTION FOR YOUR HRPP/IRB?** You can view your site’s HRPP liaisons from the main Exchange Dashboard.