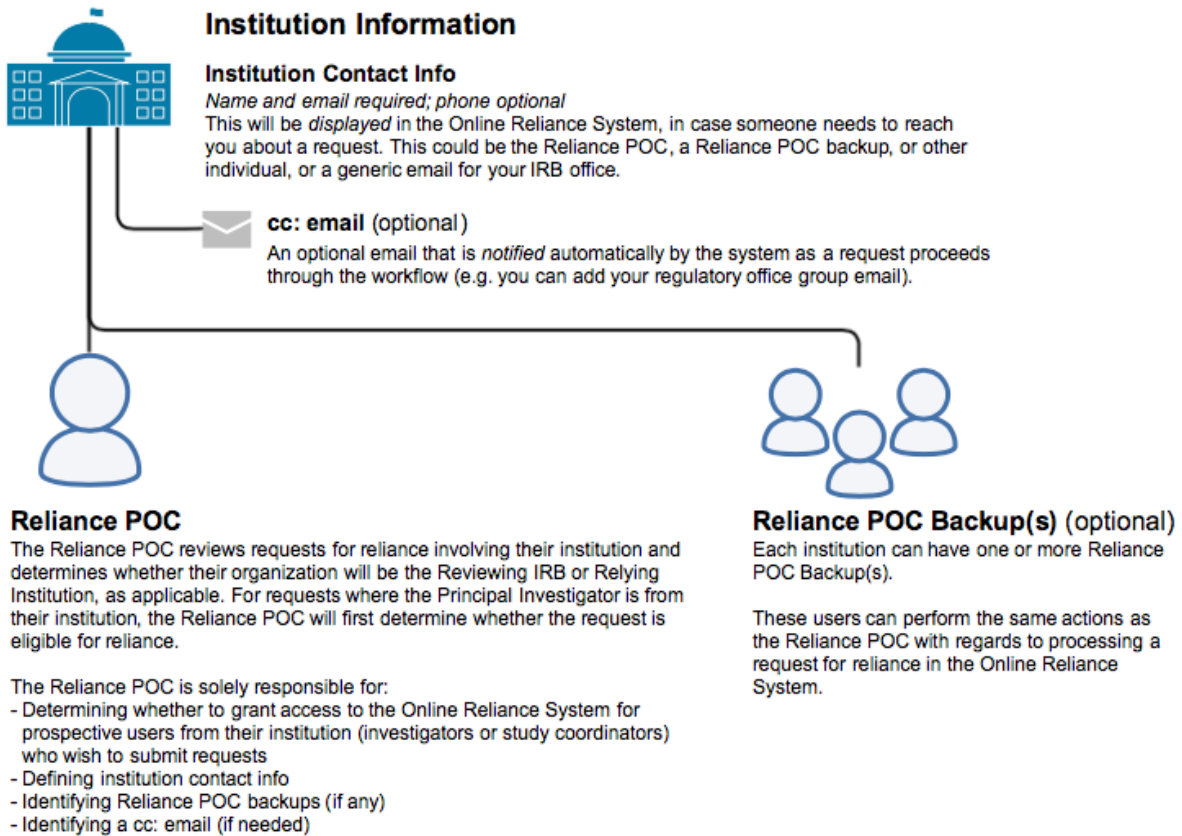


ONLINE RELIANCE SYSTEM: ROLES AND CONTACT INFORMATION

Institutions may designate one or more contacts; several configurations are available to meet institution needs:



DEFAULT CONFIGURATION

I handle all reliance-related requests for my institution

- I will be the Reliance POC and the Authorizer POC
- My information will be listed as the institution's contact info

ALTERNATE CONFIGURATIONS

- 1** I am the POC for my institution and handle all reliance requests but my staff helps out on occasion or when I am out of the office
 - I will be the Reliance POC and the Authorizer POC
 - I will have two Reliance POC Backups
 - My IRB office's email will be listed as the institution's contact
 - My IRB office's email will be the CC email
- 2** I am the POC for my institution but a member of my staff handles the reliance requests
 - I will be the Reliance POC
 - I will have one Reliance POC Backup who is also the Authorizer POC
 - My Reliance POC Backup will be listed as the institution's contact
- 3** Any other configuration that suits your institution's needs

Contact help@smartirb.org to adjust your configuration

EMAIL NOTIFICATIONS

The following emails are automatically notified at all steps of the workflow:

- Reliance POC email
- Reliance POC Backup(s) email
- CC Email

CONTACT DISPLAYED

The institution email is displayed on various screens inside the Online Reliance System and within the body of emails, so that users can reach you.



WHERE WILL MY INSTITUTION'S CONTACT INFORMATION BE DISPLAYED?

SMART IRB Reliance Home Logout You are logged in as reliance_poc@belledale.org

Request Details

ID: 2 - Heart Health Today: New findings from the Framingham Heart Study

<p>Principal Investigator (PI) Sophia Channing Ridgeview Research Facility</p> <p>Requested Reviewing IRB Adams University</p> <p>NCT Number Add NCT Number</p> <p>Protocol Number(s)</p> <p>► Summary</p> <p>Reliance Request ●</p> <p>Reliance Pre-Check ●</p>	<p>Summary</p> <p>Overall Status: Reviewing IRB Identified ?</p> <div style="border: 1px solid red; padding: 5px;"><p>Action Required</p><p>Role: Site Involved</p><p>Institution contact name and email will be displayed here</p><ul style="list-style-type: none">Review the requestDiscuss any concerns or local context issues with the POC for the Proposed Reviewing IRB: Hugh McIntyre hugh_mcintyre@ridgeview.net.Indicate whether your institution is willing to rely on the IRB review of Ridgeview Research Facility.<p>Enter Decision for Belledale Institute</p></div>
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Request details summary page

SMART IRB Reliance Home Logout You are logged in as reliance_poc@belledale.org

Request Details

ID: 2 - Heart Health Today: New findings from the Framingham Heart Study

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Contact list page

Action Required - 2_Channing: Request Submitted and Eligible - Temporary Items

Message

Delete Reply Reply All Forward Move Junk Unread Categorize Follow Up

Action Required - 2_Channing: Request Submitted and Eligible
 DoNotReply@smartirb.org
 Sent: Wednesday, September 20, 2017 at 12:20 PM
 To: reliance_poc@adams.edu; group@adams.org; reliance_poc@belledale.org; reliance_poc_backup@belledale.org; irb_office@belledale.org

A request for IRB reliance, **Application ID: [2 - Heart Health Today: New findings from the Framingham Heart Study](#)**, has been submitted for your consideration.

Action required:

1. Please [login](#) to review the request and supporting documentation.

Request Summary:

Overall Principal Investigator: Sophia Channing, sophia.channing@ridgeview.net

Overall PI's Home Institution: Ridgeview Research Facility

Requested Reviewing IRB: Adams University
 SMART IRB contact: Jared Turner, reliance_POC@adams.org

Sites Involved:

- Ridgeview Research Facility
 Site Investigator: Sophia Channing, sophia.channing@ridgeview.net
 SMART IRB contact: Hugh McIntyre reliance_POC_backup@Ridgeview.net
- Belledale Institute
 Site Investigator: Perminder Singh, psingh@belledale.org
 SMART IRB contact: Belledale Regulatory Office irb_office@Belledale.org

For more information, see the [Request Details page](#).

As the Overall PI's Home Institution, Ridgeview Research Facility will review the request to determine whether it is eligible for IRB reliance. If eligible, the Overall PI's Home Institution, Ridgeview Research Facility has the right of first refusal to be the Reviewing IRB for this research. Hugh McIntyre, the assigned SMART IRB contact for Ridgeview Research Facility may contact you to discuss the request.

You will be notified when further action is required.

Thank you

Institution contact name and email will be displayed here

Text of email notifications