ONLINE RELIANCE SYSTEM: ROLES AND CONTACT INFORMATION

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

	Institution Information
	Institution Contact Info Name and email required; phone optional This will be displayed in the Online Reliance System, in case someone needs to reach you about a request. This could be the Reliance POC, a Reliance POC backup, or other individual, or a generic email for your IRB office.
	cc: email (optional)
	An optional email that is <i>notified</i> automatically by the system as a request proceeds through the workflow (e.g. you can add your regulatory office group email).
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	Deliance DOO Declaur(
Reliance POC	Reliance POC Backup(

The Reliance POC reviews requests for reliance involving their institution and determines whether their organization will be the Reviewing IRB or Relying Institution, as applicable. For requests where the Principal Investigator is from their institution, the Reliance POC will first determine whether the request is eligible for reliance.

The Reliance POC is solely responsible for:

- Determining whether to grant access to the Online Reliance System for prospective users from their institution (investigators or study coordinators) who wish to submit requests
- Defining institution contact info
- Identifying Reliance POC backups (if any)
- Identifying a cc: email (if needed)

s) (optional)

Each institution can have one or more Reliance POC Backup(s).

These users can perform the same actions as the Reliance POC with regards to processing a request for reliance in the Online Reliance System.

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

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?

SMARTIR Reliance	me Logout	You are logged in as reliance_poc@belledale.org						
Request Details								
ID: 2 - Heart Health Today: New findings from the Framingham Heart Study								
Principal Investigator (P Sophia Channing Ridgeview Research Facili	I) Summary IV Overall Status: Reviewing IRB Identif	fied 😧						
Adams University	Role: Site Involved	Institution contact name and email will be displayed here						
Protocol Number(s)	Review the request Discuss any concerns or local contex hugh_mcintyre@ridgeview.net. Indicate whether your institution is w	xt issues with the POC for the Proposed Reviewing IRB: Hugh McIntyre illing to rely on the IRB review of Ridgeview Research Facility.						
Reliance Pre-Check	Enter Decision for Belledale Institut	e						

Request details summary page

SMARTIRB Reliance Home	Logout	You a	are logged in as reliance_poc@belledale.org				
Request Details							
ID: 2 - Heart Health Today: New findings from the Framingham Heart Study							
Principal Investigator (PI) Sophia Channing Ridgeview Research Facility	Contact List						
Requested Reviewing IRB Adams University	Submitter	Arthur Doe, applicant@ridgeview.net					
NCT Number Add NCT Number	Principal Investigator	Sophia Channing, sophia.channing@ridgeview.net, 555-555-5555					
Protocol Number(s)	Institution Points of Contact						
Summary Reliance Request	Adams University	Jared Turner jturner@adams.org, 123-123-123	Institution contact name				
Reliance Pre-Check	Belledale Institute	Belledale Regulatory Office irb_office@Belledale.org, 123-232-2322	and email will be displayed here				
Ridgeview Research Facility	Ridgeview Research Facility	Hugh McIntyre hugh.mcintyre@ridgeview.net, 555-555-5555					
Belledale Institute O Ridgeview Research Facility	Site Investigators and Research Personnel						
Determination	Belledale Institute						
	Site Investigator	Perminder Singh, psingh@belledale.org, 305-2	88-9240				
Contact Information Contact List for this Request	Ridgeview Research Facility						
	Site Investigator	Sophia Channing, sophia.channing@ridgeview.	net, 555-555-5555				
Need Help?							

Contact list page

Action Required - 2_Channing: Request Submitted and Eligible - Temporary Items				
Message				
Image: Constraint of the second se				
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, <u>reliance_POC@adams.org</u>				
Sites Involved: name and email				
Ridgeview Research Facility Site Investigator: Sophia Channing, <u>sophia.channing@ridgeview.net</u> here SMART IRB contact: Hugh McIntyre <u>reliance_POC_backup@Ridgeview.net</u>				
Belledale Institute Site Investigator: Perminder Singh, <u>psingh@belledale.org</u> SMART IRB contact: Belledale Regulatory Office <u>irb_office@Belledale.org</u>				
For more information, see the <u>Request Details page</u> .				
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				

Text of email notifications