

USING THE UC IRB RELIANCE REGISTRY IF YOU ARE...

REVIEWING CAMPUS PRINCIPAL INVESTIGATOR (RevPI) or RESEARCH COORDINATOR* (RC)

REGISTERING/LOGING IN

- Go to the <http://irbreliance.ucop.edu>
- To start using the UC IRB Reliance Registry (the Registry), you will only have to register once in the system, regardless of whether you are on a relying, or a reviewing campus for a particular study. Please note that the first-time registration is a two step process:
- If you don't already have a user profile, you can create it by clicking "Register" and filling out the "User Registration" form in the Registry
- The Registry will verify your user email account by automatically emailing you a temporary password. You will need to return to the Registry using that password within the timeframe specified in the verification email. The Registry will prompt you to create a new, safe password.
- **You are now ready to use UC IRB Reliance Registry!**

REGISTERING NEW STUDY (REQUEST NEW RELIANCE)

- Click the Create Request tab; you will have to disclose if your study involves Veteran Administration. The UC IRB MOU applies only to UC campuses (and LBNL).
- To create a new reliance (aka to register your study in the Registry), you will also have to identify your role in the study - a new reliance can only be created by a Reviewing Campus PI or RC (see the footnote below).
- Be prepared to answer all the questions marked with the red asterisk (funding, enter contacts of relying campus PIs, paste in the study abstract...) **You won't need to upload any documents!** Note that you can complete the form in few sessions but make sure you save each entry!
- Once you entered the contacts of the Relying Campus PIs, the Registry will send them email invitation to register and sign up for your study.
- After all the invited RelPis registered their participation, the RevPI will be able to sign the Request form, convert it to a PDF and submit, along with the research protocol, to your campus IRB.
- Once your campus IRB approves your study, they will enter the study approval's expiration date in the Registry, and will upload the approved protocol, and consent form, if applicable. You will receive an automated email from the Registry informing you of this step and will be able to review all the uploaded documents for any study that you are connected to in the Registry.

ANNUAL RENEWAL , SUBMITTING AMENDMENTS & REPORTING ADVERSE AND UN-ANTICIPATED EVENTS

- To renew your protocol you will only have to timely submit the required documents to your campus IRB system. Once your renewal is approved, your campus IRB will update the expiration date in the Registry. You do not have to use the registry for the renewals, however, you will have to be mindful that, under the MOU, **no relying UC site on your study will be able to continue work if you don't obtain IRB renewal on time: it is your responsibility as a Reviewing Campus PI!**
- As a RevPI, you are also responsible for the timely request for all necessary amendments, and for timely reporting to your campus IRB of all adverse or un-anticipated events, regardless of whether they are related to your site in the study or to a Relying Campus. The Relying PIs/RCs are required to promptly inform you of all such events and you will have to communicate them to your campus IRB using the regular IRB channels on your campus, not using the Registry. Any decision, change in the protocol etc., will be reported and uploaded into the Registry by your (Reviewing) Campus IRB.

MANAGING YOUR STUDIES AND YOUR TO -DO LIST

- While the Registry will send you an email to alert you each time about a new reliance activity related to the studies that you are involved in, you can also use the Dashboard tab in the Registry to monitor your next steps, and get a clear picture of the pending actions by others on your studies.

RESEARCH COORDINATORS* (RC): when using the UC IRB Reliance Registry, Research Coordinators have all the same authorities as the PI on the study (for instance: create a Reliance Request, add other PIs and Research Coordinators participating in the study on the Relying Campuses, fill out all the fields describing the study in the Registry) **EXCEPT ONE: sign and submit the Reliance Request form. This can only be done by the RevPI, whose agreement to the listed assurances is understood as the PI's signature and will have to be submitted from their account.**