# The *Reviewing Campus's* Guide to the IRB Reliance Registry

## Contents

## New User Registration

1.  Go to the **IRB Reliance Registry page** found at https://irbreliance.ucop.edu/site/index.

2.  Click on "**User sign up**" found near the bottom of the page, or on "**Sign up**" in the Login box.



Click here.

Or, click here.

3.  Fill out the required fields and click on the "**Register**" button when complete.



Click **Register** once the required fields are completed.

4. After clicking on the "**Register**" button, the following message will appear on the screen. **PLEASE NOTE:** Your registration is **NOT** complete until you have opened the link sent to your email address and completed additional information pertaining to your account.



5. Please go to your inbox to find the email sent from the ORGS-IRBRELIANCE-SA@ucop.edu account with the subject line *IRB Reliance Registry Account Registraion*. Click on the **link** in the email. **PLEASE NOTE:** The **link** in the email is a one-time use link; it will expire after it is clicked on once.



6. The **link** will direct you to the following page. Fill out all **Account Registration** information and click "**Save**" when complete.

UNIVERSITY
OF
CALIFORNIA    IRB Reliance Registry
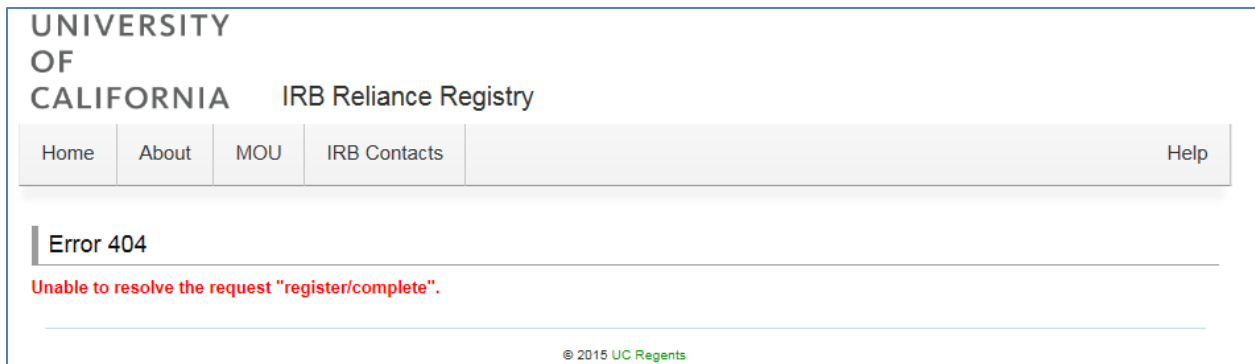
| Home | About | MOU | IRB Contacts | Help |

**Account Registration**

You're almost there! Please set your password to complete your registration.

*Fields with * are required.*

**Password ***

**Confirm Password ***

**Primary Location ***
*can be set after location(s) are selected*

**Locations**
- ☐ UC Berkeley
- ☐ UC Davis
- ☐ UC Irvine
- ☐ UCLA
- ☐ UC Merced
- ☐ UC Riverside
- ☐ UC San Diego
- ☐ UC San Francisco
- ☐ UC Santa Barbara
- ☐ UC Santa Cruz
- ☐ Lawrence Berkeley National Lab
- ☐ UC Office of the President

◄— Fill out all fields here.

**Save**  ◄— Click **Save** once complete.

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Dual enrollees working at multiple campuses may select more than one location but *must* mark their **primary location**.

**Primary Location ***
*can be set after location(s) are selected*

**Locations**
- ☐ UC Berkeley
- ☑ UC Davis                make this the user's primary location ○
- ☐ UC Irvine
- ☐ UCLA
- ☐ UC Merced
- ☐ UC Riverside
- ☐ UC San Diego
- ☑ UC San Francisco        make this the user's primary location ●
- ☐ UC Santa Barbara
- ☐ UC Santa Cruz           Click here to select primary location.
- ☐ Lawrence Berkeley National Lab
- ☐ UC Office of the President

## Error Messages

*Alternative 1:* If you clicked on the **link** and received the following error message, it means your registration link has expired. Please return to Step 1 in this section and try your registration again. If you cannot complete your registry after completing Steps 1.-5., please email [ORGS-IRBRELIANCE-SA@ucop.edu.](mailto:ORGS-IRBRELIANCE-SA@ucop.edu)



*Alternative 2:* If you clicked on the **link** and received the following error message, it means your email account has already been registered in the Reliance Registry system. Please go to the [IRB Reliance Registry homepage](#) and click on "**Forgot Password**". Enter your registered email address and follow the **link** sent to your email inbox to reset your password.

<div style="text-align: center; border: 1px solid black; display: inline-block; padding: 10px;">**Create a New Study**</div>

1. Reviewing Principal Investigators or Reviewing Research Coordinators may initiate the process to create a new study. To start the process, find the section under your **Dashboard** called "**Create a new collaborative study**". Fill out your **location**, **role** in the study, and answer whether the study involves the **Veterans Affairs (VA)**. At this time, the VA is not a signatory of the UC IRB MOU and therefore the Reliance Registry may not be used for VA studies.

   Once the required fields have been completed, click on "**Get Started**" to move to the next page.



2. Select the Reviewing **Research Coordinators** you want to add to your study. You are **not** required to include a Research Coordinator on a study if you do not have one. If you do not wish to include a Research Coordinator, click "**Next**" on the right side of the screen.

   To add a Research Coordinator, enter the name or email address of the person in the field provided. Click "**Search**".



If the Research Coordinator has an account in the Reliance Registry, his or her name will appear below the search box. Find the name of the Research Coordinator you want include on the study and click on the "**Invite**" button next to his or her name. You may choose to invite more than one Research Coordinator from your campus.

Found 1 match at UCSF

**UCSF** TEST       Invite   ←   Click **Invite**.
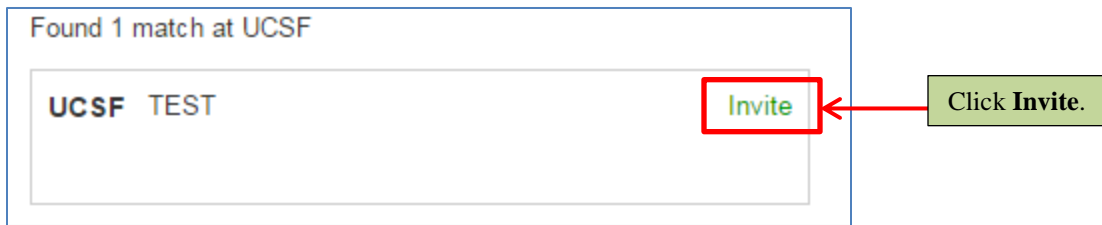
If you could not find the Research Coordinator under the search box, that person does not have an account set up in the Reliance Registry yet. You can invite the person to register for the Reliance Registry by using the **Didn't find who you were looking for** feature. Enter the email address of the Research Coordinator you want to invite to join your study. Click "**Invite**".

**Didn't find who you were looking for?**

If you didn't find the person you wanted to invite as a UCSF Research Coordinator, you may invite them by email.

**Email Address:**

[ ]   ←   Enter email address.

Invite   ←   Click **Invite**.
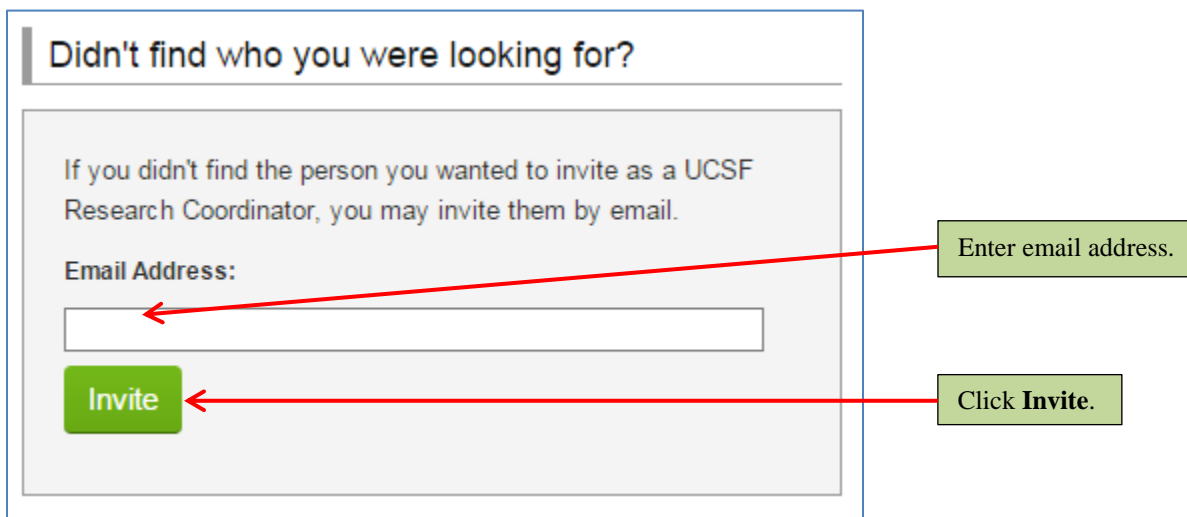
Any invited Research Coordinator(s) will appear under the Assigned Research Coordinators section of this page. You may delete a Research Coordinator by clicking on the **X** next to his or her name. Click "**Next**" once your list of Research Coordinator(s) is complete.

**Assigned Research Coordinators**

To replace an individual, remove them from this list and then search for a replacement.

**UCSF** TEST       ✕   ←   Click on the **X** to remove any listed Research Coordinators.

Cancel       Next   ←   Click **Next** once Research Coordinator list is complete.

3. Select the **Relying Principle Investigator** you want to add to your study. You **must** include at least one **Relying Principle Investigator** from another campus on your study. However, **only one Relying Principle Investigator may be added per campus**.

To add a Relying Principle Investigator, enter the name or email address of the person in the field provided. Click "**Search**".



Enter name or email address.

Click **Search**.

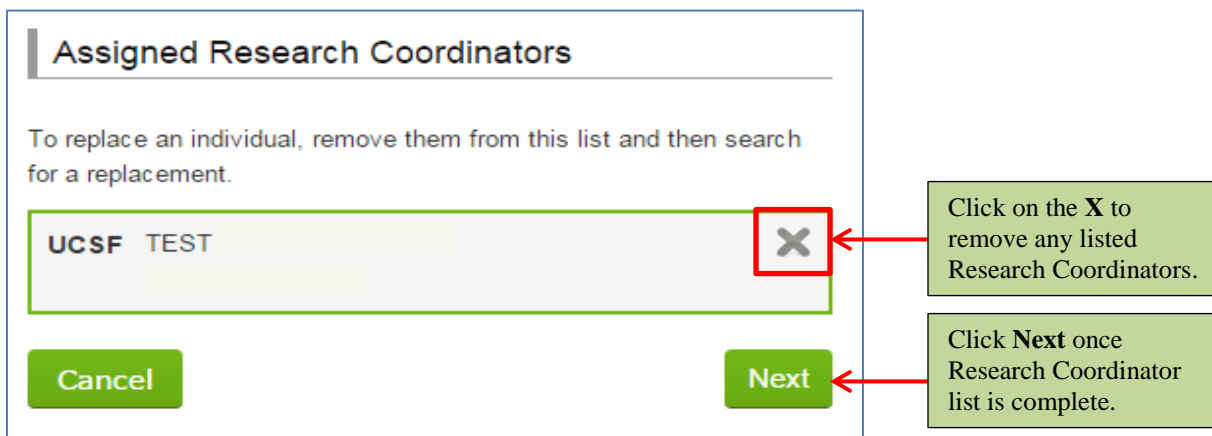If the Relying Principle Investigator has an account in the Reliance Registry, his or her name will appear below the search box. Find the name of the Relying Principle Investigator you want include on the study and click on the "**Invite**" button next to his or her name. You may choose to invite more than one Relying Principle Investigator; however each must be from a different campus.



Click **Invite**.

If you could not find the Relying Principle Investigator under the search box, that person does not have an account set up in the Reliance Registry yet. You can invite the person to register for the Reliance Registry by using the **Didn't find who you were looking for** feature. Enter the email address of the Relying Principle Investigator you want to invite to join your study. Select the Relying Principle Investigator's campus location. Click "**Invite**".



Enter email address.

Select campus.

Click **Invite**.

Any invited Relying Principle Investigator(s) will appear under the Assigned Relying Principle Investigator section of this page. You may delete a Relying Principle Investigator by clicking on the **X** next to his or her name. Click "**Next**" once your list of Relying Principle Investigator(s) is complete.



4.  Complete the fields pertaining to your study details. Enter the **Study Title**. Enter the **Award Information** that reflects where the funding for your study will come from. Enter the **Name of Sponsor** who will be providing the funding. If your study will have more than one sponsor, write all names of the sponsor in the **Name of Sponsor** field.



Enter your study **synopsis**. You may write this section in, or copy and paste from a Word document. If you choose to copy and paste the synopsis, use the "Paste as Plain Text" to ensure any hidden formatting will be repaired. Hidden formatting may cause errors when printing this page.

To paste text from a Word document into the **Synopsis**, use the "Paste as Plain Text" button below to automatically repair incompatible and hidden Word document formatting.

Synopsis *

| B  *I*  U  🔤  🔤 |
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If your study requires additional **committee review**, select the committee type and include additional information. **PLEASE NOTE:** If you are unsure whether your study requires additional review, consult with your local IRB coordinator. **Reviewing Principle Investigators are responsible for obtaining any ancillary approvals before beginning a study.**

Committees

☐ Cancer Center Protocol Review Committee
**Date of review**

☐ Institutional Biosafety Committee
**BUA# for each site**

☐ Human Stem Cells
**Oversight Review Committee approval date**

☐ List any Investigational Drugs and Biologics
**Name and IND#**

☐ List any Investigational Devices and Non-Significant Risk Devices
**Name and IDE# or NSR Determination**

☐ Radiation Safety Committee
**RUA#**

☐ Radioactive Drug Research Committee (RDRC)
**Approval Date**

Carefully review the **assurances** listed at the bottom of the page. Once you have read each statement, you may click on the **Sign and Finish** button. By clicking on the **Sign and Finish** button, you certify that the information you provided for the study is correct and agree to the statements listed in the **assurances**. If you are unsure whether the information you provided is correct, please consult with your local IRB Coordinator before clicking on the **Sign and Finish** button.

I agree to the following assurances:

- I certify that the information provided in this application is complete and correct.
- I certify that I will follow the IRB-approved Protocol.
- I will comply with all applicable federal and state laws regarding the protection of human subjects in research.
- I will make sure that the personnel performing this study are qualified, meet the education/training requirements of the relying IRB, and adhere to the provisions of this IRB-approved protocol.
- I will not modify the protocol or any attached materials without first obtaining review and approval from the Reviewing IRB.
- I will accept responsibility for the conduct of this study at this site, the ethical performance of the project, and the protection of the rights and welfare of the human subjects who are directly involved at this site.
- I will obtain any ancillary approvals required for this project at my campus (for example, conflict of interest, stem cells, cancer center, biosafety, radiation, or pharmacy).

[Sign and Finish]   [Cancel]

> Once you have read each statement, you may click on the **Sign and Finish** button.

Once you have signed and finished the study details page, an automated notification will be sent to the Reviewing IRB, Relying IRB, Relying Principle Investigator(s), and Research Coordinator(s) apart of the study.

**PLEASE NOTE: Consult with your local IRB coordinator for next steps.** A full list of IRB Coordinators can be found at the end of the manual.

## Frequently Asked Questions

**Q: Which Internet browsers can I use to access the IRB Reliance Registry?**

A: The IRB Reliance Registry supports the following browsers: Internet Explorer, Firefox, Chrome, and Safari for Mac users.

**Q: What if I have multiple appointments within the University of California system?**

A: The Registry allows you to choose multiple campuses; however, you will have to designate one campus as your primary location. If you would like to add another UC campus affiliation or change your primary location, you will have to ask your IRB Reliance Coordinator to assist you with editing your user profile.

**Q: Can my Research Coordinator fill out the Reliance Request form in the Registry for me?**

A: Yes. All you will need to do is review the information your Research Coordinator entered to assure that everything is correct. As a PI, it is your responsibility to provide correct information about your research.

**Q: Why am I unable to enter a study that involves the United States Department of Veterans Affairs (VA)?**

A: At this time, the VA is not a signatory of the UC IRB MOU.

**Q: Do I have to enter all the study details in one session, or can I return to it and complete it at a later time?**

A: The study details can be edited by a Research Coordinator or Reviewing PI at any stage of completion before the Reviewing PI signs the assurances.

**Q: How do I know when there is a task for me to do in the Registry?**

A: The Registry will send you an email notification (from ORGS-IRBRELIANCE-SA@ucop.edu) to alert you each time a new reliance activity on your study requires your attention. You can also use your To Do List, located under Dashboard tab, to monitor your required actions. The Dashboard also provides you with a clear picture of the pending actions by others on your studies, and it organizes your active and inactive studies. Once you enter your study information, it will move from your "To Do List" to another pending category: Pending PI Signatures, Pending Reviewing IRB Approval, or Pending Relying IRB Acceptance.

**Q: If I am a Reviewing PI, how will I know when my study has been approved?**

A: In addition to informing you through your campus' IRB's regular information channels, once your campus IRB approves your study, they will enter the study's expiration date in the Registry, and will upload the Approval Letter. In addition and if applicable, your IRB may also upload the

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approved protocol, and consent form. You will receive an automated email from the Registry informing you of this step and will be able to review all the uploaded documents in the Registry. As mentioned above, you will also be able to see the study in the Active Studies section of your Dashboard and track the progression of the reliance process for your study at other campuses.

# Contact Information

| Campus | Name & Email | Phone Number |
|---|---|---|
| **Berkeley** | Carmen Lam | (510) 643-0781 |
| **Davis** | Carmen Sprow | (916) 703-9163 |
| **Irvine** | Valerie Sanchez | (949) 824-7735 |
| **UCLA** | Alison Orkin | (310) 206-3969 |
| **Merced** | Danielle Dai'Re | (209) 228-4805 |
| **Riverside** | Monica Wicker | (951) 827-4811 |
| **San Diego** | Lorena Almeida | (858) 657-5100 |
| **San Francisco** | Jessica Phillips | (415) 476-3477 |
| **Santa Barbara** | Melissa Warren | (805) 893-3807 |
| **Santa Barbara** | Melodie Blakemore | (805) 893-4286 |
| **Santa Cruz** | Brenda Belcher | (831) 459-4114 |
| **Lawrence Berkeley National Lab** | Christine Byrne | (510) 486-5507 |
| **UCOP** | Agnes Balla | (510) 987-9987 |