

# How to 'Request Review by Another IRB'

A Guide for VU/VUMC Principal Investigators and Study Teams  
Using Another IRB for Multi-Site Studies

# Create a new study submission in DISCOVER-e

**VUMC IRB** [Dashboard](#) [Submissions](#) [Studies](#) **VUMC** [Beadles, Jenni](#)

**+ Create a new study**

**+ Issue or Cell Registries**

## Important Announcements

### COVID-19 Update

Research participants may be asked to complete a short screening for exposure to COVID-19 before in-person interactions.

Minor protocol deviations due to the current COVID-19 situation which do not have the potential to negatively impact participant safety or integrity of study data, or affect subject's willingness to participate in the study should be reported to the IRB at the time of Continuing Review via a deviation log. These deviations do not require an amendment prior to implementation at this time.

See our website for more information on conducting research during this time.

<https://www.vumc.org/irb/covid-19-updates-research>

Training expires in:

[View IRB Training](#)

Tweets by [@VHRPP](#)

**VHRPP** [@VHRPP](#)  
Please remember if you are working with COVID-19 samples, you must get biosafety approval.  
Mar 20, 2020

**VHRPP** [@VHRPP](#)  
We continue to update our COVID-19 page as information is released.  
New FDA Guidance  
[Embed](#)  
[View on Twitter](#)

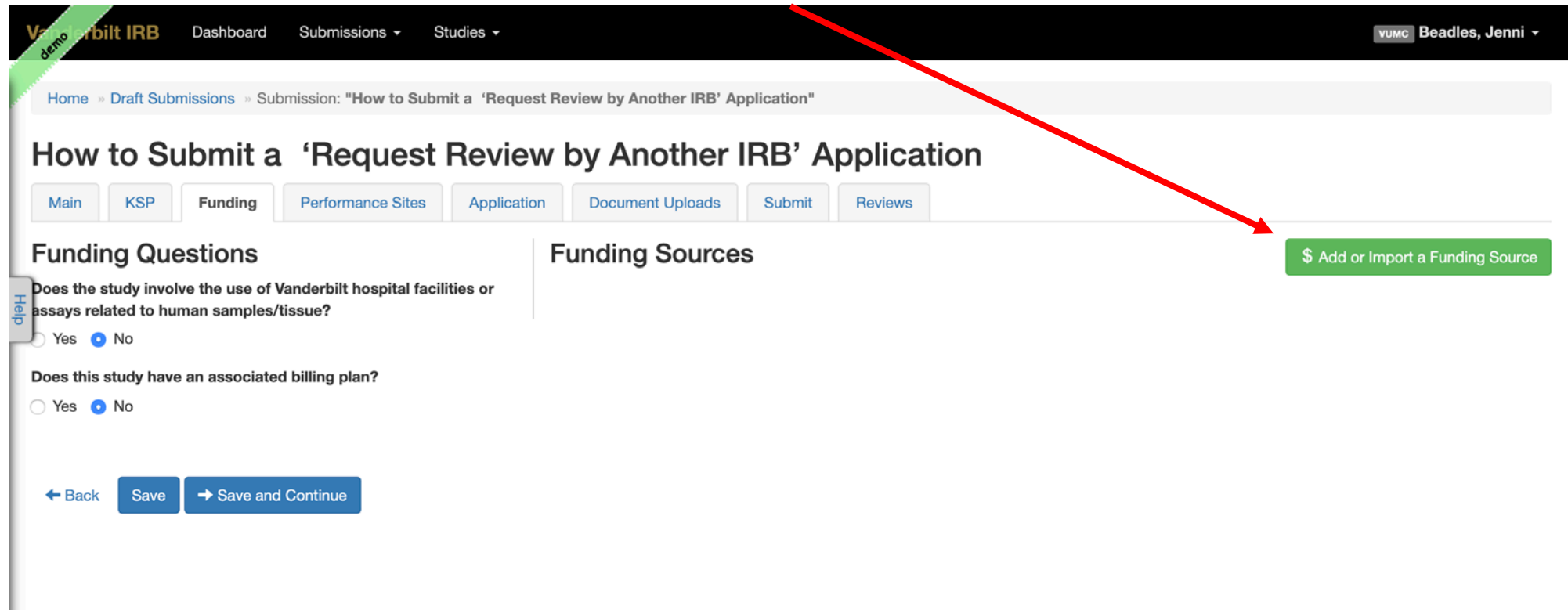
Begin the application as you normally would and complete all tabs except Performance Sites...

The screenshot shows the VUMC IRB application interface. At the top, there is a navigation bar with 'VUMC IRB' and 'demo' on the left, and 'Dashboard', 'Submissions', and 'Studies' in the center. On the right, it says 'VUMC Beadles, Jenni'. Below the navigation bar, there is a breadcrumb trail: 'Home > Draft Submissions > Submission: "How to Submit a 'Request Review by Another IRB' Application"'. The main heading is 'How to Submit a 'Request Review by Another IRB' Application'. Below the heading is a navigation menu with tabs: 'Main', 'KSP', 'Funding', 'Performance Sites', 'Application', 'Document Uploads', 'Submit', and 'Reviews'. The 'Performance Sites' tab is crossed out with a red 'X'. A red box highlights the navigation menu, and a red arrow points from the text above to the 'Performance Sites' tab. The main content area contains the following fields:

- Study Title**: A text input field containing 'How to Submit a 'Request Review by Another IRB' Application'.
- Principal Investigator**: A dropdown menu showing 'Beadles, Jennifer - BEADLEJG - VUMC'.
- Is the PI a student, resident, or fellow?**: Radio buttons for 'No' (selected) and 'Yes'.
- Study Coordinator**: An empty text input field.
- Department Chair**: A dropdown menu showing 'Beadles, Jennifer - BEADLEJG - VUMC'.
- Division Chief**: An empty text input field.

At the bottom of the form, there are three buttons: 'Save', '→ Save and Continue', and 'Delete'.

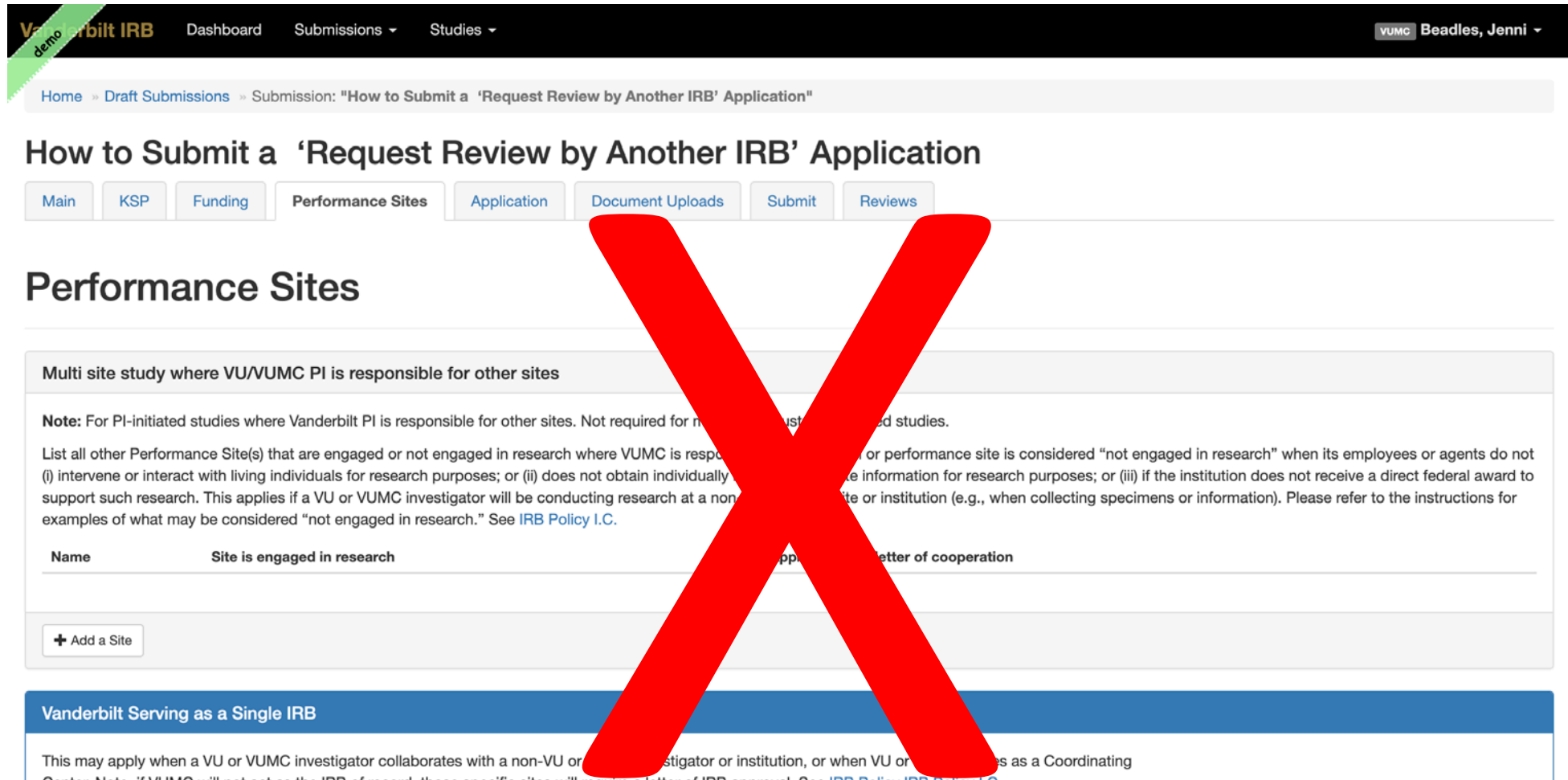
# Funding Tab: Import if available



The screenshot shows the Vanderbilt IRB application interface. At the top, there is a navigation bar with 'Vanderbilt IRB' and 'demo' on the left, and 'VUMC Beadles, Jenni' on the right. Below the navigation bar, there is a breadcrumb trail: 'Home » Draft Submissions » Submission: "How to Submit a 'Request Review by Another IRB' Application"'. The main heading is 'How to Submit a 'Request Review by Another IRB' Application'. Below the heading, there are several tabs: 'Main', 'KSP', 'Funding', 'Performance Sites', 'Application', 'Document Uploads', 'Submit', and 'Reviews'. The 'Funding' tab is currently selected. Below the tabs, there are two sections: 'Funding Questions' and 'Funding Sources'. The 'Funding Questions' section contains two questions: 'Does the study involve the use of Vanderbilt hospital facilities or assays related to human samples/tissue?' and 'Does this study have an associated billing plan?'. Both questions have radio buttons for 'Yes' and 'No', with 'No' selected. At the bottom of the 'Funding Questions' section, there are three buttons: 'Back', 'Save', and 'Save and Continue'. The 'Funding Sources' section is currently empty. A green button labeled '\$ Add or Import a Funding Source' is located at the bottom right of the 'Funding Sources' section. A red arrow points from the top right of the page to this button.

Note: The VUMC HRPP prefers to rely on another IRB for only studies that are federally funded. Contact the VUMC HRPP office to discuss any exceptions.

# Performance Sites Tab: **SKIP IT!** Does not apply



The screenshot shows the Vanderbilt IRB application interface. At the top, there is a navigation bar with "Vanderbilt IRB" and "demo" on the left, and "VUMC Beadles, Jenni" on the right. Below the navigation bar, there is a breadcrumb trail: "Home » Draft Submissions » Submission: 'How to Submit a 'Request Review by Another IRB' Application'". The main heading is "How to Submit a 'Request Review by Another IRB' Application". Below the heading, there are several tabs: "Main", "KSP", "Funding", "Performance Sites", "Application", "Document Uploads", "Submit", and "Reviews". The "Performance Sites" tab is selected. The content under this tab is titled "Performance Sites" and includes a sub-heading "Multi site study where VU/VUMC PI is responsible for other sites". Below this, there is a "Note" and a paragraph of text. A table is partially visible with columns for "Name", "Site is engaged in research", and "Letter of cooperation". A "+ Add a Site" button is located below the table. A large red "X" is drawn over the entire "Performance Sites" section. At the bottom, there is a blue bar with the heading "Vanderbilt Serving as a Single IRB" and a paragraph of text.

Vanderbilt IRB demo Dashboard Submissions ▾ Studies ▾ VUMC Beadles, Jenni ▾

Home » Draft Submissions » Submission: "How to Submit a 'Request Review by Another IRB' Application"

## How to Submit a 'Request Review by Another IRB' Application

Main KSP Funding Performance Sites Application Document Uploads Submit Reviews

### Performance Sites

**Multi site study where VU/VUMC PI is responsible for other sites**

**Note:** For PI-initiated studies where Vanderbilt PI is responsible for other sites. Not required for non-VU/VUMC PI-initiated studies.

List all other Performance Site(s) that are engaged or not engaged in research where VUMC is responsible for the study or performance site is considered "not engaged in research" when its employees or agents do not (i) intervene or interact with living individuals for research purposes; or (ii) does not obtain individually identifiable information for research purposes; or (iii) if the institution does not receive a direct federal award to support such research. This applies if a VU or VUMC investigator will be conducting research at a non-VU/VUMC site or institution (e.g., when collecting specimens or information). Please refer to the instructions for examples of what may be considered "not engaged in research." See [IRB Policy I.C.](#)

Name	Site is engaged in research	Letter of cooperation
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+ Add a Site

### Vanderbilt Serving as a Single IRB

This may apply when a VU or VUMC investigator collaborates with a non-VU or VUMC investigator or institution, or when VU or VUMC serves as a Coordinating Center. Note: if VUMC will not act as the IRB of record, these specific sites will require a letter of IRB approval. See [IRB Policy I.C.](#)

# Application Tab

- For Study Type and Performance Site Information, select **Request review by another IRB**
- Then complete the rest of the application sections

The screenshot shows the 'Application' tab of the Vanderbilt IRB system. The main heading is 'How to Submit a 'Request Review by Another IRB' Application'. The 'Application' tab is selected among other tabs like 'Main', 'KSP', 'Funding', 'Performance Sites', 'Document Uploads', 'Submit', and 'Reviews'. The left sidebar shows a 'Summary' section with 'Study Type and Performance Site Information' marked as 'incomplete'. A red arrow points from this sidebar item to the 'Request review by another IRB' radio button in the 'Type of study' section. Other options include 'Standard or Expedited', 'Exempt', 'Umbrella Review for funds release', 'Comparative Effectiveness Research', 'Non-Human Subject Determination', 'Quality Improvement/Non-Research Determination', and 'Coordinating Center ONLY'. Below this, there are sections for 'Please indicate which Committee is most appropriate to review your project' (Social and Behavioral Sciences or Health Sciences), 'Are there any international sites involved in this study in which the PI is responsible?' (Yes or No), and 'Is this project cancer-related?' (Yes or No). A 'Save' button is at the bottom right.

**Vanderbilt IRB** Dashboard Submissions ▾ Studies ▾ VUMC Beadles, Jenni ▾

Home » Draft Submissions » Submission: "How to Submit a 'Request Review by Another IRB' Application"

## How to Submit a 'Request Review by Another IRB' Application

Main KSP Funding Performance Sites **Application** Document Uploads Submit Reviews

Summary  
Study Type and Performance Site Information **incomplete**  
Study Purpose and Description **incomplete**  
Research, Activities, Procedures, and Schedule of Events for Study Participants **incomplete**  
Data and Safety **incomplete**  
Subject Population(s) **incomplete**  
Recruitment

### Study Type and Performance Site Information

**Type of study:** \* must provide value

Standard or Expedited  
 Exempt  
 Umbrella Review for funds release  
 Comparative Effectiveness Research  
 Non-Human Subject Determination  
 Quality Improvement/Non-Research Determination  
 Request review by another IRB  
 Coordinating Center ONLY

Please indicate what type of study you are doing. [reset](#)

**Please indicate which Committee is most appropriate to review your project:** \* must provide value

Social and Behavioral Sciences  
 Health Sciences

NOTE: If any of the research interventions are medical in nature, please choose the "Health Sciences" option. [reset](#)

**Are there any international sites involved in this study in which the PI is responsible?** \* must provide value

Yes  
 No

Note: Outside of the US. Please list these site on the performance sites tab. [reset](#)

**Is this project cancer-related?** \* must provide value

Yes  
 No

NOTE: All cancer-related studies are required to be reviewed by the VICC Scientific Review Committee (SRC) prior to opening to accrual. [reset](#)

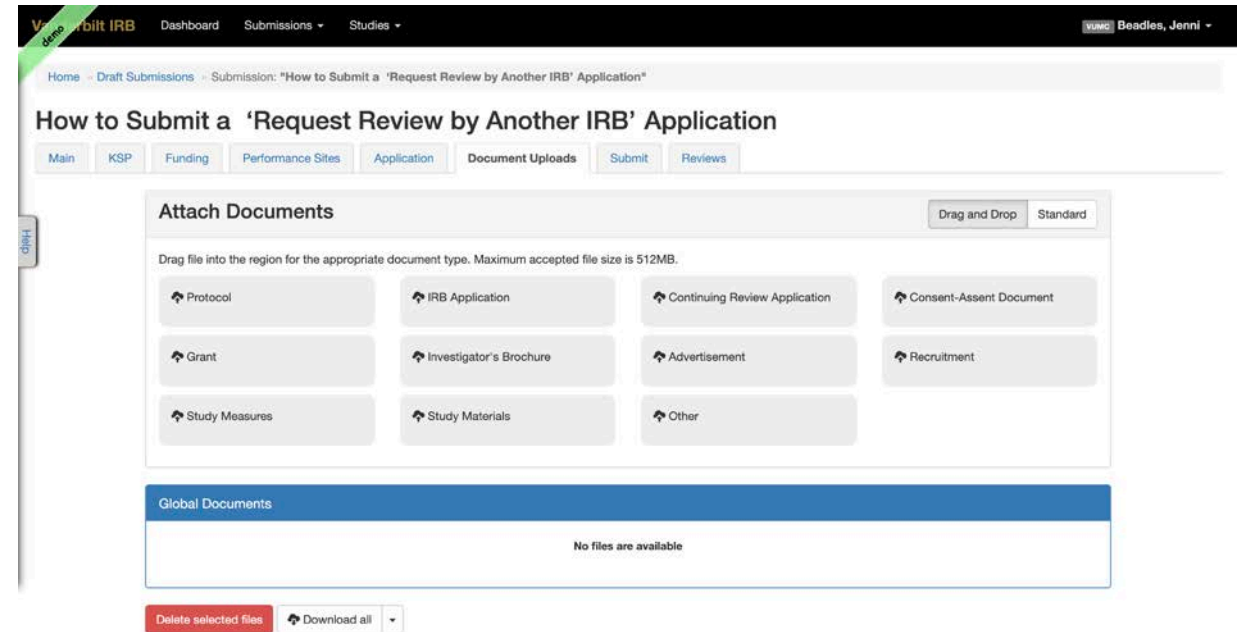
[Save](#)

https://irbdemo.app.vumc.org/investigator

# Document Uploads Tab

The VUMC HRPP needs the following for local review:

- **Local context forms/questionnaires** for the VUMC HRPP to complete from the IRB of Record
- Current study **IRB approval letter** from the IRB of Record that includes approval date of overall study, and expiration date when applicable
- **Consent form(s)**
  - Copy of ICD approved by the IRB of Record; and
  - Tracked copy with Vanderbilt local consent language included (see Local Information document on the Single IRB Help page)
  - Vanderbilt stand-alone HIPAA form (when applicable)
- Any **Vanderbilt-specific study documents** (e.g. recruitment materials applicable to only Vanderbilt)
- **IRB-approved study documents** from the IRB of Record (as applicable):
  - Protocol
  - Investigational Brochure(s)
  - Study Measures and Materials being used at Vanderbilt
  - Recruitment materials and Advertisements being used at Vanderbilt



# Next Steps

- When all tabs have been completed, submit via the Submit Tab
- Amendments/Continuing Review (Annual Enrollment Report)/Reportable Events
  - **Amendments** that affect IRB-approved study documents are reviewed and approved by the IRB of Record BEFORE local submission in DISCOVER-e.
  - **Continuing Review** information is reviewed and approved by the IRB of Record BEFORE local submission in DISCOVER-e. The local submission should occur **within 30 days of receipt of CR approval from the IRB of Record.**
  - **Unanticipated problems** are reviewed and approved by the IRB of Record BEFORE local submission in DISCOVER-e. Please note that the IRB of Record may have differing reporting timelines and requirements for documentation.
- **For questions about Relying on another IRB:**
  - Visit our Single IRB Help page:  
<https://www.vumc.org/irb/node/28>
  - Contact the VUMC HRPP at (615) 322-2918

Vanderbilt University Medical Center

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### Single IRB Help

Request the VUMC IRB to be the Single IRB

Request to rely on another Institution's IRB

Currently, VHRPP will only cede review or serve as the single IRB for federally funded research studies in order to comply with the Single IRB mandate. If you have any questions about single IRB review, please contact Jenni Beadles, Assistant Director, Single IRB at [jenni.beadles@vumc.org](mailto:jenni.beadles@vumc.org).

#### Networks

PETAL NETWORK  
Prevention & Early Treatment  
of Acute Lung Injury

TRIAL INNOVATION NETWORK

#### Reliance Platforms

IREx IRB Reliance Exchange  
YOUR SYSTEM SOLUTION FOR SINGLE IRB REVIEW

SMART IRB  
Participating Institution

- ▶ 2-Part Consent for sIRB
- ▶ Grant Resources
- ▶ Additional Information