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 DISCOVR-e
Begin the application as you normally would and complete all tabs except Performance Sites...
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**
Application Tab

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

- **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)

- **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
  - Recruitment materials and Advertisements
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 DISCOVR-e.
  • Continuing Review information is reviewed and approved by the IRB of Record BEFORE local submission in DISCOVR-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 DISCOVR-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