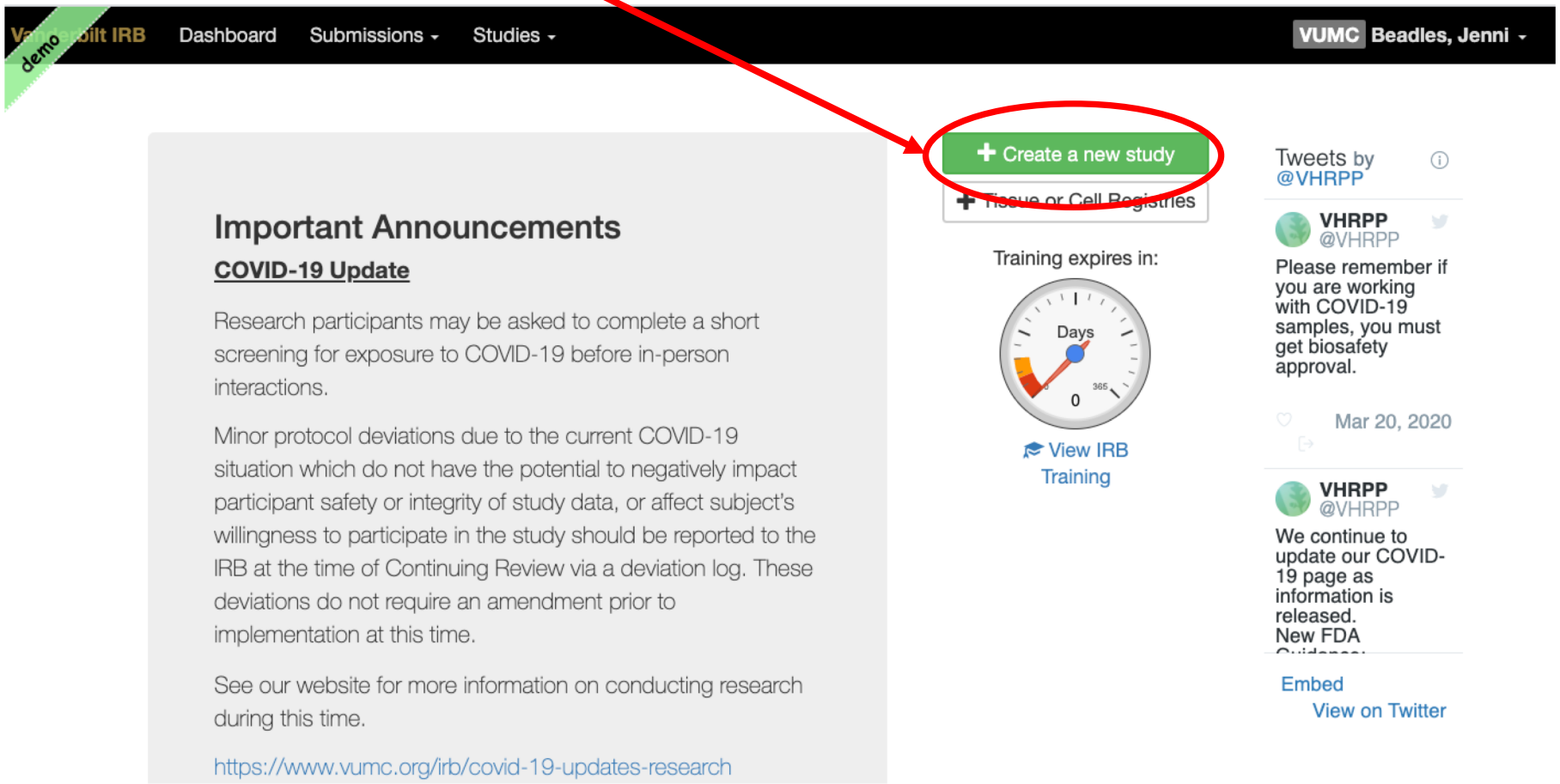
How to
‘Request Review by Another IRB’

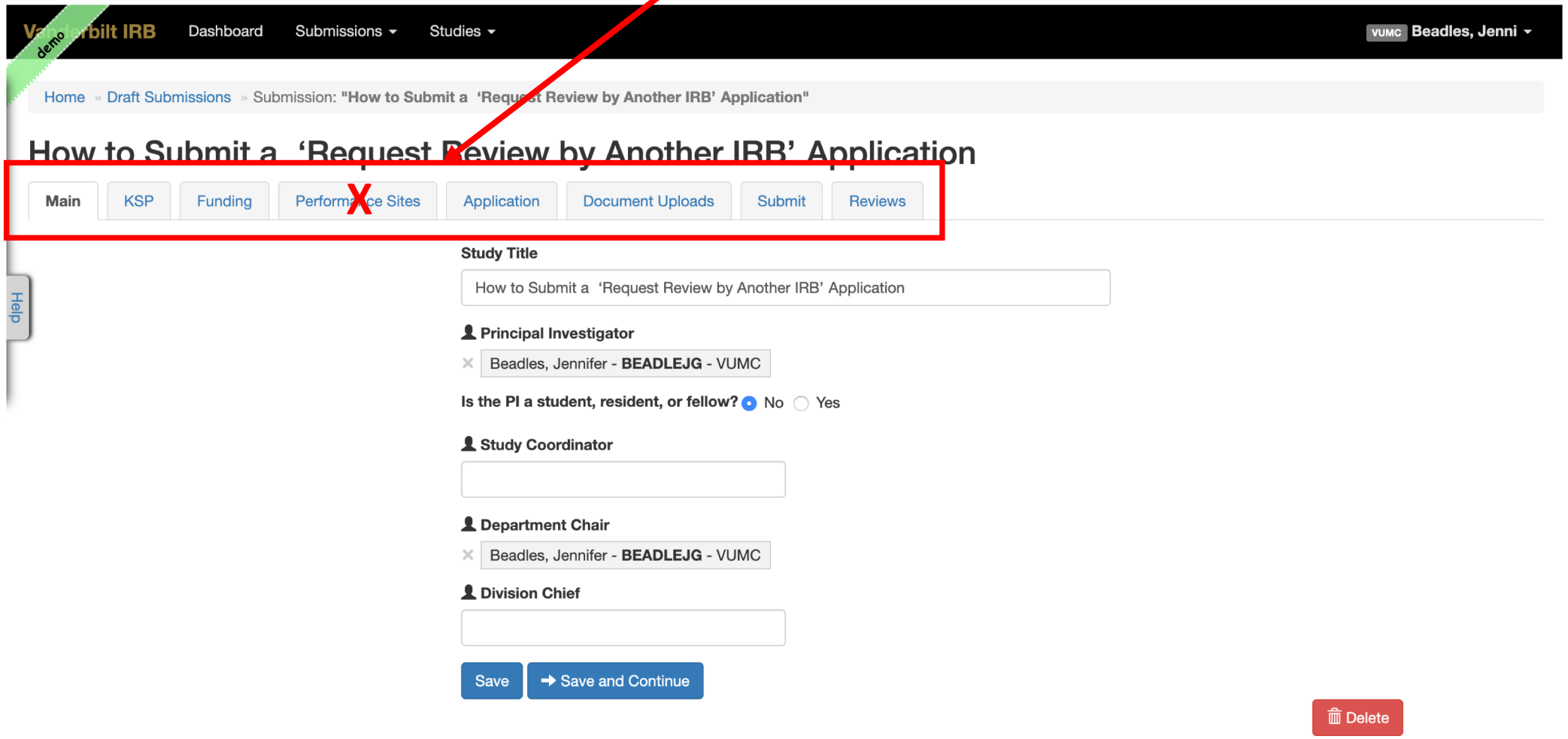
A Guide for VU/VUMC Principal Investigators and Study Teams

Using Another IRB for Multi-Site Studies

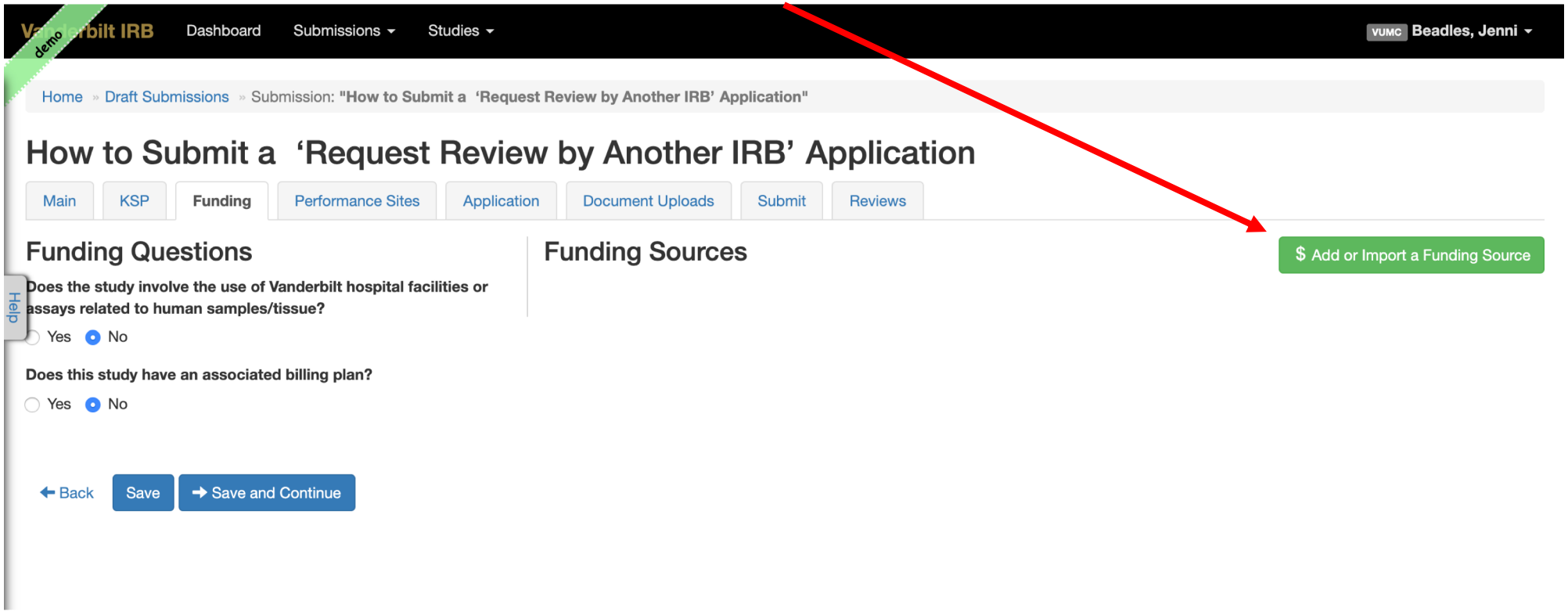
Create a new study submission in DISCOVR-e



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

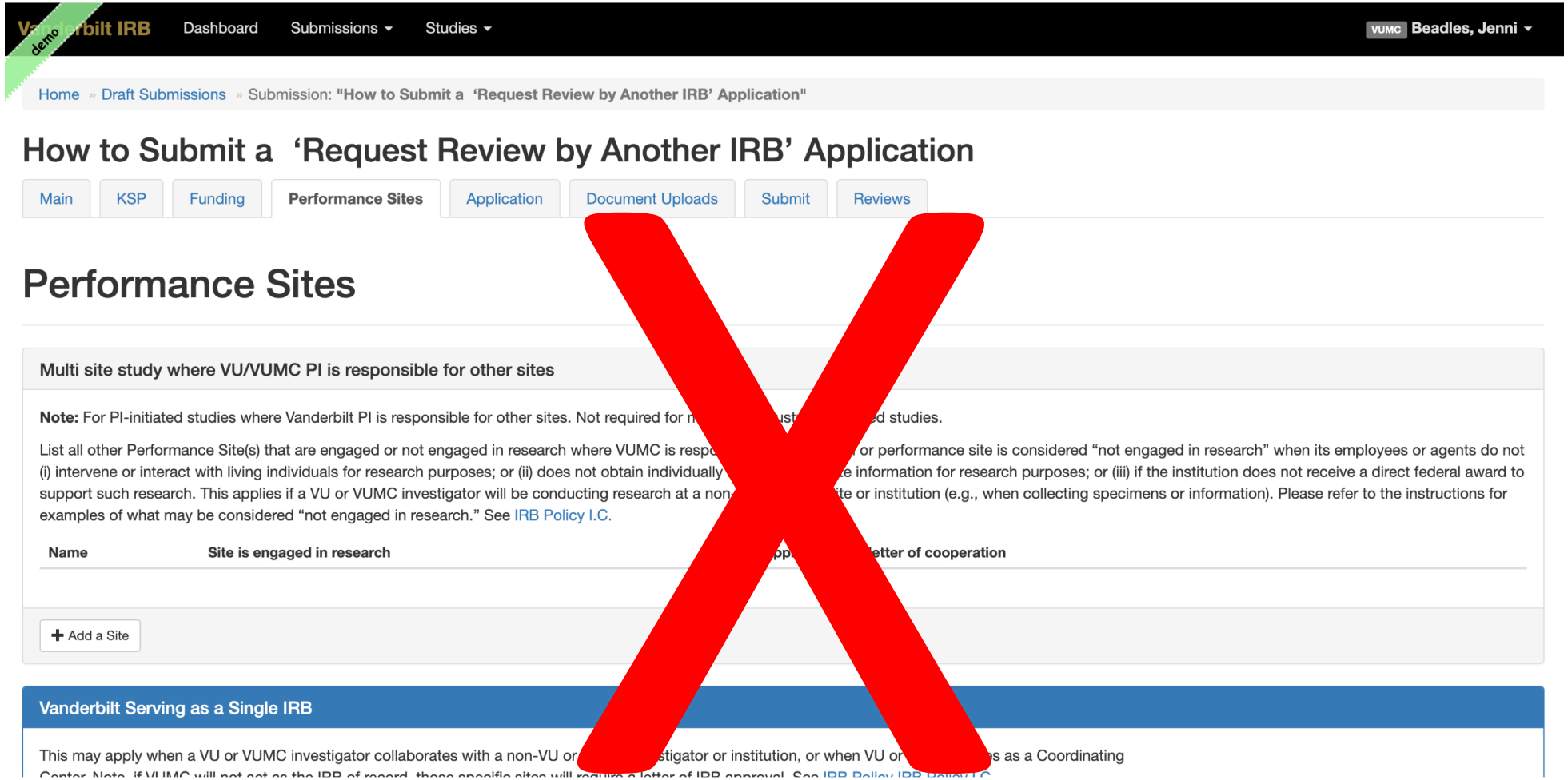


Funding Tab: Import if available



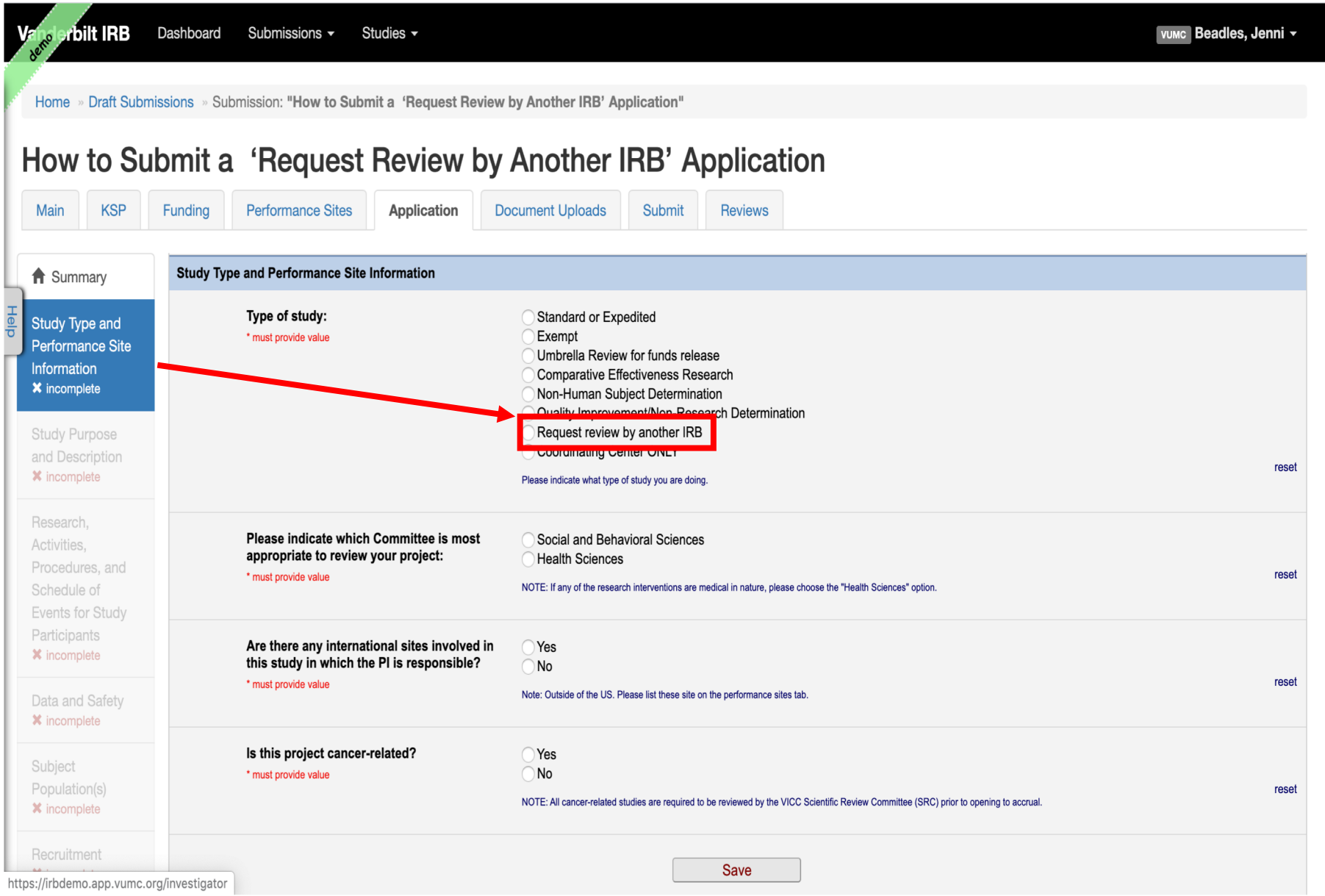
Note: The VUMC HRPP prefers to rely on another IRB for only studies that are federally funded. Contact the VUMC HRPP office to discuss any exceptions.

Performance Sites Tab: SKIP IT! Does not apply



Application Tab

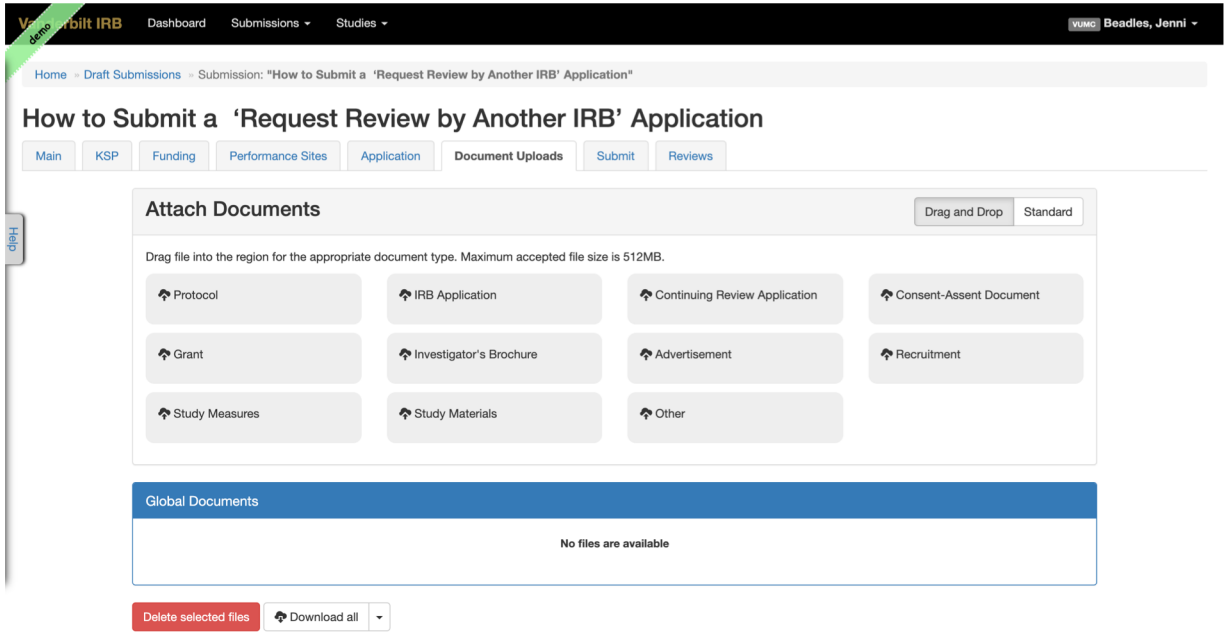
- For Study Type and Performance Site Information, select **Request review by another IRB**
- Then complete the rest of the application sections



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**