Using Smart IRB when submitting to Advarra/Schulman/Chesapeake as an Add-on Site to a Multi-site Sponsored Trial

Currently, Schulman and Chesapeake are members of Smart IRB as two separate IRBs. By the middle of 2018, they both should be combined under one IRB called Advarra.

Smart IRB is funded by the NIH Clinical and Translational Science Awards (CTSA) program. It was designed to assist with NIH funded studies for multi-sites. Since then it has developed into a deferral online reliance system for all sites and IRBs.

When using Smart IRB to submit to a central IRB as an add-on site to a sponsored trial, this platform/reliance system is used in a more 1:1 relationship, which is different than when being used for a NIH multi-site study. If your institution is part of Smart IRB, you can request to use the central IRB through the online platform. It will document deferral by the local IRB and approval to review by the central IRB within the platform, generating deferral emails to all parties involved.

1. Go to the Smart IRB website https://smartirb.org/ and click on Online Reliance System.

2. Click on Log in. If not completed already, request investigator access by the login box to enter reliance system. This request will be sent to the local IRB representative to approve.

3. The PI/study coordinator/site will enter the study information into Smart IRB and request the use of the specific central IRB (Advarra/Schulman/Chesapeake) to review the study.

4. This request then goes to the local IRB Smart IRB administrative contact via email.

5. The request is approved by the local IRB and the reviewing IRB receives a request to review the specific study.

6. The reviewing IRB agrees to review the study and an email is sent back to the local IRB.

7. Once all agree, an email is generated and sent to all parties indicating that the study is being deferred and the central IRB has agreed to review.

Smart IRB Advarra/Schulman/Chesapeake contact:

- Maria Stivers   mstivers@sairb.com   513-794-5743
- Kathleen Rankin   Kathleen.rankin@sairb.com   513.761.4100 ext. 5729

Institutional Smart IRB contact:

- XXXXX

Smart IRB help email: help@smartirb.org