



RAP IRB
CREATING A MULTI-SITE STUDY
UO RELYING IRB

Complete a new study for the following submission types

- Request that UO rely on the IRB review on another institution. Submit only if you are requesting the University of Oregon IRB to rely on the IRB review of another institution.

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## RAP Tips

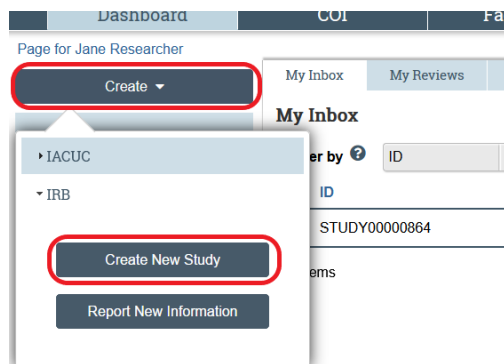
- When selecting from drop-down lists, use the percentage sign (%) as a wildcard to maximize your search results. For example, "%geography" will bring up sources with "geography" anywhere in the name.
- You can save your work by clicking "Save" in the lower right corner of the page. Choosing "Continue" saves your work and takes you to the next smart form.
- Use the navigation located on the left side of the page to skip between any of the forms to be completed. You can also exit the form and return later to add information before submitting the study for review.
- The tables below will guide you when determining where specific attachments belong.
- To withdraw your submission and return it to its pre-submission state, choose "Withdraw" from the options listed on the left side of the screen after you have accessed your study.
- To permanently remove the submission, choose "Discard" from the options listed to the left side of the screen after you have accessed your study.
- Once you have completed all forms and have clicked "Finish", you must click "Submit" to submit the study to RCS. Your submission will not enter the queue for review until it is submitted.

## Determine if your study is a single-site or multi-site/collaborative study.

1. A *single-site study* is project where only the University of Oregon and its investigators are [engaged](#) in the research. This includes research personnel working under the direct direction and supervision of the University of Oregon investigator(s) through an Individual Investigator Agreement (IIA). See the [Forms and Guidance website](#) for the most recent versions of all forms, including the IIA template. **A single-site study can have multiple research locations, but only one IRB is involved.**
2. A *multi-site or collaborative study* is a project where multiple institutions with an IRB are [engaged](#) in the research. This happens when UO investigators collaborate with one or more non-University of Oregon researchers from institution(s) with an IRB.
3. If you have any questions on whether your study is single or multi-site, contact RCS at [researchcompliance@uoregon.edu](mailto:researchcompliance@uoregon.edu) or (541) 346-2510.

## Login and Create Submission

1. Go to [irb.rap.uoregon.edu](http://irb.rap.uoregon.edu) and login using your Duck ID. If you are having issues logging in, email [RCS](#).
2. Once logged in, the system will take you to your dashboard. Click "Create", then click the caret for "IRB." Choose "Create New Study" from the options.

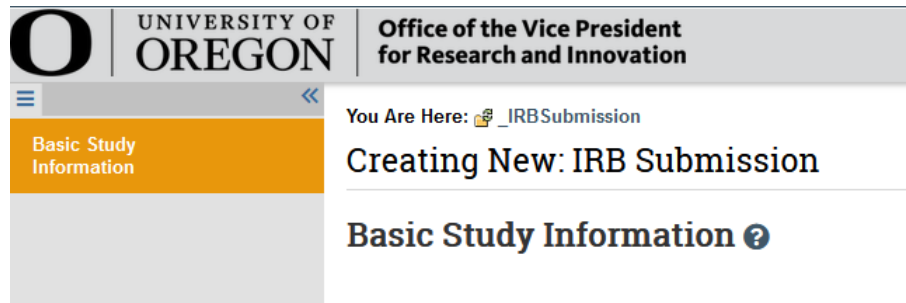


## Basic Study Information

- Complete the information on the **Basic Study Information** smart form.



- All fields with an asterisk are required.



1. *Title of the Study.* Enter your study title.
2. *Short Title.* Select a short title for your study. You can use the sponsor's short title or any other unique name. As a guideline, keep it shorter than 50 characters. The short title identifies the study throughout the IRB module, such as in your inbox and in the IRB's list of submissions to review.
3. *Basic Description and Risk Assessment.* Briefly describe the research and explain if this research is either greater than minimal risk or no greater than minimal risk. *Minimal risk* means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. When describing the research and risk assessment, consider the following:
  - The central question the research is intended to answer
  - The primary objectives
  - The methods used
4. *What kind of study is this?* Indicate whether the study is single or multi-site/collaborative study. **If you believe your study is a single-site study, refer to the single-site study guide on the [RAP guidance website](#).**
5. *Will an external IRB act as IRB of record for this study?* Choose "yes" to indicate that the University of Oregon IRB will rely on the review of another institution. **If UO will be the reviewing IRB and act as the IRB of record, refer to the reviewing site study guide on the [RAP guidance website](#).**
6. *Lead principal investigator.* This will be the external PI. Click the icon with three dots and search for the name of the lead PI. If the lead PI's name is not on the list, [contact RCS](#).
7. *Local principal investigator.* Enter the University of Oregon principal investigator (PI). This field will default to the person creating the study. If you are completing this at the direction of the PI, click the icon with three dots and search for the correct individual from the list.
8. *Does the local principal investigator have any financial interest related to this research?* To determine how to answer this question, see the [COI website](#) for more information regarding financial conflicts of interest.
9. *Attach the Reliance Request Form – UO Relying IRB, approval letter from the IRB of record,* and all documents submitted to and/or approved by the reviewing IRB (e.g., , Approved application, protocol,



consent form, recruitment materials, surveys, etc.). See the [Forms and Guidance website](#) for the most recent versions of the Reliance Request Form.

10. Select "Continue" at the lower right side of the screen to access the next smart form. Selecting continue will save your work. You may also select "Save" to return at a later time by selecting the study and choosing "Edit Study".



### Basic Local Site Information

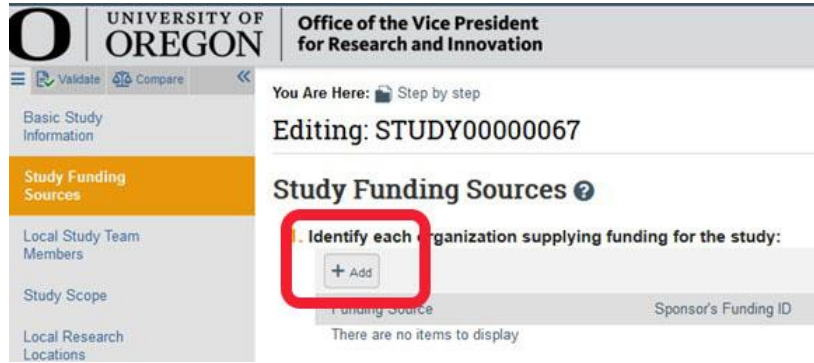
- Provide a brief description of activities that will be performed at the University of Oregon or by University of Oregon affiliated investigators: (enter "ALL" if UO/UO investigators will perform all procedures in the protocol).

### External IRB

1. *External IRB*. Click on the icon with three dots to choose the collaborating institution. If the collaborating institution is not on the list, [contact RCS](#).
2. *External study ID*. Enter the ID for the project that was created by the reviewing IRB. This can most likely be found on the IRB approval memo from the IRB of record.
3. *Specify the reason the study should be reviewed by an external IRB*. Include a brief justification to have external IRB review.

### Study Funding Sources

- For sponsored research, complete the information on the **Study Funding Sources** smart form. This is funding that is going to the study as a whole. There is also a section later where you can add UO specific funding information if additional.
- Select "+Add" and a pop-up window will appear.



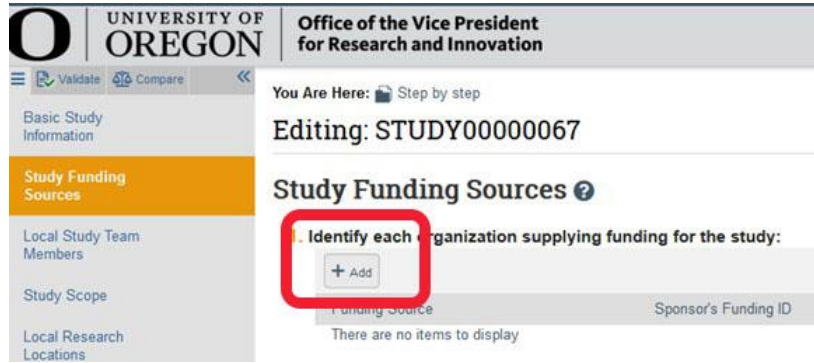
1. *Funding Organization.* Click the icon with three dots and choose the funding organization from the list. You can search for your funding source by typing in the name in the field at the top of the screen and clicking the “Go” button. If your funding source is new and does not appear on the list, [email](#) Research Compliance Services so it can be added.
  - i) Use the percentage sign (%) as a wildcard to maximize your search results. For example, “%geography” will bring up sources with “geography” anywhere in the name.
  - ii) If the funding is from an internal source (e.g., Start-up funds), select the department distributing the award.
2. *Sponsor’s funding ID (assigned by external sponsor).* Enter if applicable
3. *Grants office ID (assigned internally).* If Sponsored Project Services (SPS) facilitates the distribution of the award, include the EPCS number as the Grants office ID. If the funding is not going to the UO and is remaining with the primary site only (e.g., no subawards), there may not be an EPCS number here.
4. *Attach Funding and Sponsorship form and the human subjects portion of the grant application.* Attach applicable forms/materials here.

<i>Table 1: Study Funding Sources Question 4 Attachments</i>
<ul style="list-style-type: none"> <li>• Funding and Sponsorship form</li> <li>• Human subjects portion or the grant application, if applicable</li> </ul> <p>See the <a href="#">Forms and Guidance website</a> for the most recent versions of all forms.</p>

5. Select “OK” or “OK and Add Another” at the lower side of the screen to save the information and close the window.
6. Select “Continue” at the lower right side of the screen to access the next smart form. Selecting continue will save your work. You may also select “Save” to return at a later time by selecting the study and choosing “Edit Study”.

### Additional Local Funding Sources

- This is additional funding that is specific to the University of Oregon that will fund this study and may not fund the main site or other sites (e.g., subawards). If there is no additional local funding, this section can be left blank. If there is additional local funding, follow the directions below.
- Select “+Add” and a pop-up window will appear.



1. *Funding Organization.* Click the icon with three dots and choose the funding organization from the list. You can search for your funding source by typing in the name in the field at the top of the screen and clicking the “Go” button. If your funding source is new and does not appear on the list, [email](#) Research Compliance Services so it can be added.
  - i) Use the percentage sign (%) as a wildcard to maximize your search results. For example, “%geography” will bring up sources with “geography” anywhere in the name.
  - ii) If the funding is from an internal source (e.g., Start-up funds), select the department distributing the award.
2. *Sponsor’s funding ID (assigned by external sponsor).* Enter if applicable
3. *Grants office ID (assigned internally).* If Sponsored Project Services (SPS) facilitates the distribution of the award, include the EPCS number as the Grants office ID.
4. *Attach Funding and Sponsorship form and the human subjects portion of the grant application.* Attach applicable forms/materials here.

<i>Table 2: Study Funding Sources Question 4 Attachments</i>
<ul style="list-style-type: none"> <li>• Funding and Sponsorship form</li> <li>• Human subjects portion or the grant application, if applicable</li> </ul> <p>See the <a href="#">Forms and Guidance website</a> for the most recent versions of all forms.</p>

5. Select “OK” or “OK and Add Another” at the lower side of the screen to save the information and close the window.
6. Select “Continue” at the lower right side of the screen to access the next smart form. Selecting continue will save your work. You may also select “Save” to return at a later time by selecting the study and choosing “Edit Study”.

### Local Study Team Members

- Enter Study Team members in the **Local Study Team Members** smart form.



1. *Add all other University of Oregon study team members below. Select "+Add" and a pop-up window will appear.*
  - i) *Study team member.* Click the icon with three dots and choose the team member from the list. You can search for the University of Oregon study team members by typing in their last name in the field at the top of the screen and clicking the "Go" button. Add information about each person that is engaged in human subject research (HSR) activities. To be considered engaged in HSR activities, an individual must interact with participants and/or identifiable participant information for research purposes. You do not need to add the principal investigator here.
    - Do not add the study's primary contact person for IRB communications here unless the person is also engaged in the research. The person who creates the study in the IRB system is assigned as the primary contact by default and can be changed later.
    - If you have difficulty finding the person in the list, try typing the beginning of the first or last name. Contact the IRB staff for assistance if a person is not listed in the system.
  - ii) *Role in Research.* Choose which best describes the team members role. Note, all student led research requires one [faculty advisor](#).
  - iii) *Is the team member involved in the consent process?* Answer "yes" or "no".
  - iv) *Does the team member have a financial interest related to this research?* Answer "yes" or "no". See the [COI website](#) for more information regarding financial conflicts of interest.
  - v) *Is the team member involved in the consent process?* Answer "yes" or "no".
  - vi) *Is the team member interacting with participants and/or identifiable participant information for research purposes?* Answer "yes" or "no".
  - vii) *Is the team member participating in the design, conduct, or reporting of research?* Answer "yes" or "no".
  - viii) *Attach relevant training materials and/or Human Subjects Conflict of Interest form.*



Table 3: Local Study Team Members Question 1 Attachments, UO Team
<ul style="list-style-type: none"> <li>If applicable,               <ul style="list-style-type: none"> <li>Relevant training materials</li> <li>Human Subjects Conflict of Interest Form (UO team members)</li> </ul> </li> </ul> <p>See the <a href="#">Forms and Guidance website</a> for the most recent versions of all forms.</p>

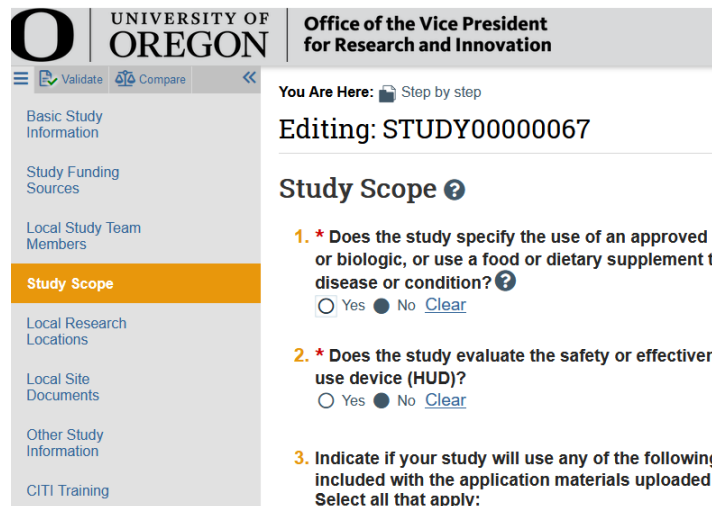
2. External team member information.

- i) If there are external team members (unaffiliated with University of Oregon) **not covered** under an institutional reliance agreement (e.g., IAA, Smart IRB), complete the external team members/personnel form and attach here. See the [Forms and Guidance website](#) for the most recent versions of all forms.
- ii) Individuals with no institutional affiliation must have a completed Individual Investigator Agreement (IIA). The IIA and any other relevant information needs to be attached here.
- iii) Do not include information about team members you were able to select under Local Study Team Members. For people listed in the system, the information should be added to their profiles in the system instead.

3. Select "Continue" at the lower right side of the screen to access the next smart form. Selecting continue will save your work. You may also select "Save" to return at a later time by selecting the study and choosing "Edit Study".

### Study Scope

➤ Complete the information on the **Study Scope** smart form. All fields with an asterisk are required.



- 1. Does the study specify the use of an approved drug or biologic, use an unapproved drug or biologic, or use a food or dietary supplement to diagnose, cure, treat, or mitigate a disease or condition? Answer "yes" or "no".
  - "Specify the use of" means the protocol requires one or more subjects to use the drug, biologic, dietary supplement, or food as part of study participation, regardless of whether its use is considered standard of care.





- If “yes” is chosen, a new smart form will be available to add additional information regarding the drug(s).
2. *Does the study evaluate the safety or effectiveness of a device or use a humanitarian use device (HUD)?* Answer “yes” or “no”.
    - If “yes” is chosen, a new smart form will be available to add additional information regarding the device(s).
  3. *Indicate if your study will use any of the following (ionizing radiation, protected health information, genetic materials/tests). Ensure applicable addendums are included with the application materials uploaded on the **Basic Study Information** smart form.* Select all that apply.
  4. *If this research involves recruiting subjects from the University of Oregon Human Subjects Pools, indicate which pool/s below.* Select all that apply.
    - See the [Participant Pools](#) for subject pool requirements. Attach debriefing materials and, if required by the subject pool coordinator, documentation of debriefing clearance on the **Local Site Documents** smart form.
  5. *Does this study meet the definition of clinical trial under sponsor requirements (e.g., NIH), FDA, or 2018 HHS regulations?*
    - See the [RCS Clinical Trials](#) page for additional information. Keep in mind the following:
      - All individuals involved in the design, conduct, oversight, and management of the clinical trial must complete Good Clinical Practice (GCP) training. Current training dates must appear in the CITI Training list.
      - For NIH sponsored research that meets the definition of clinical trial, research must be registered with and any results submitted to [clinicaltrials.gov](#) per program requirements. This may be required by other sponsors or federal agencies.
      - For non-exempt research reviewed under the 2018 Revised Common Rule, the informed consent form must be posted to a federal website after the study is closed to recruitment and no later than 60 days after the last study visit by any subject.
  6. Select “Continue” at the lower right side of the screen to access the next smart form. Selecting continue will save your work. You may also select “Save” to return at a later time by selecting the study and choosing “Edit Study”.

### *Local Research Locations*

- Complete the information on the Local Research Locations smart form.
- All fields with an asterisk are required.



1. *Identify campus research locations where research activities will be conducted or overseen by the local investigator.* Click the icon with the three dots and choose the campus location(s) that best describe where the research will take place or will be overseen. If you are not physically on campus, use your campus office as the location where research will be overseen.
2. *Will activities take place at non University of Oregon campus locations?* Identify any research locations that are not part of the University of Oregon campus.
3. *If yes, describe and address any permissions and/or review processes required in the text box.*
4. Select "Continue" at the lower right side of the screen to access the next smart form. Selecting continue will save your work. You may also select "Save" to return at a later time by selecting the study and choosing "Edit Study".

## Drugs

- If you answered "yes," to question 1 under **Study Scope**, the **Drugs** smart form will appear.

1. *List all drugs, biologics, foods, and dietary supplements to be used in the study.* Click on "Add" and list each drug separately. Click "Add" and a pop-up window will appear.



i) *Select the drug.*

(a) Click the icon with three dots to select the drug from a list. Use the percentage sign (%) as a wildcard to maximize your search results. For example, typing "%chloride" will bring up all entries with "chloride" in the name.

(b) If you are unable to find the drug in the list, enter the names in the fields provided.

ii) *Attach files related to this drug.* Attach the following applicable materials.

Table 4: Drugs Question 1 Attachments
<ul style="list-style-type: none"> <li>• Package insert</li> <li>• Investigator brochure</li> <li>• Verification of each IND number (one of these)               <ul style="list-style-type: none"> <li>○ Sponsor protocol with the IND number</li> <li>○ Communication from the FDA or sponsor with the IND number</li> </ul> </li> </ul>

iii) *Click "OK" or "OK and Add Another" in the lower right-hand corner to exit the screen.*

2. *Will the study be conducted under any IND numbers?* If "yes", a pop-up window will appear requesting information on each IND. Information related to IND numbers should be attached under the previous question.

- If this is an investigator-initiated drug study and you are not using an IND number, be sure the protocol document fully describes:
  - All drugs used in the research, including the purpose of their use and their regulatory approval status
  - Your plans to store, handle, and administer those drugs so they will be used only on subjects and only by authorized investigators
  - Exemptions from IND requirements are described in 21 CFR 312.2(b).

3. *Attach files.* Attach any additional files not related to one of the specific drugs listed above.

## Devices

➤ If you answered "yes," to question 2 under **Study Scope**, the **Devices** smart form will appear.

1. Select each device the study will use as an HUD or evaluate for safety or effectiveness. Click on "Add" and list each separately. Click "Add" and a pop-up window will appear.



i) *Select the device.*

(a) Click the icon with three dots to select the device from a list. Use the percentage sign (%) as a wildcard to maximize your search results. For example, typing "%needle" will bring up all entries with "needle" in the name.

(b) If you are unable to find the device in the list, enter the names in the fields provided.

ii) *Attach files related to this device.* Attach the following applicable materials.

<i>Table 5: Devices Question 2 Attachments</i>
<ul style="list-style-type: none"><li>• Product labeling/device instructions</li><li>• Investigator brochure (if applicable, e.g., combination drug/device)</li><li>• Verification of IDE or HDE (one of these)<ul style="list-style-type: none"><li>○ Sponsor protocol with the IDE/HDE number</li><li>○ Communication from the FDA or sponsor with the IDE/HDE number</li></ul></li></ul>

iii) *Click "OK" or "OK and Add Another" in the lower right-hand corner to exit the screen.*

2. *Device exemptions applicable to this study.* Select which applies.

- If this is an investigator-initiated device study and you are not claiming an IDE, be sure the protocol document fully describes:
  - All devices used in the research, including the purpose of their use and their regulatory approval status
  - Your plans to store, handle, and administer those devices so they will be used only on subjects and only by authorized investigators
  - Exemptions from IDE requirements are described in [21 CFR 812.2\(c\)](#)

3. *Attach files.* Attach any additional files not related to one of the specific drugs listed above.

### *Study Related Documents*

- Study templates/materials not included under question 9 in **Basic Study Information** may be included here.

### *Local Site Documents*

- Materials specific for use by UO/UO investigators and not included under question 9 in **Basic Study Information** may be included here.

### *Other Study Information*

- Complete the information on the Other Study Information smart form.
- All fields with an asterisk are required.



1. *Provide the anticipated start and end date for human subject research (month and year).* Provide the dates you would like to begin interacting with human subjects/identifiable information. Remember that no human subjects research activities, including recruiting potential participants, may take place until approval.
2. *Choose from the following which best describes the application type.* Choose "Initial Review Application" if you are requesting that the University of Oregon rely on the review of another institution.
3. *What is the Principal Investigator's role at the U of O?* Answer which best describes the PI role for this research.
4. *Under which unit is the investigator conducting this research?* Click the icon with three dots and choose from the options that appear.
  - Use the percentage sign (%) as a wildcard to maximize your search results. For example, "%geography" will bring up sources with "geography" anywhere in the name.
5. Select "Continue" at the lower right side of the screen to access the next smart form. Selecting continue will save your work. You may also select "Save" to return at a later time by selecting the study and choosing "Edit Study".

## CITI Training

- Review CITI training for University of Oregon investigators. If CITI records do not show up for individual investigators,
  - Check the investigator is listed under **Local Study Team Members**.
  - Check the investigator has completed the correct courses. There are only a limited number of courses that will satisfy [human subjects training requirements](#).
  - Check that the investigator name and email in CITI are an exact match what is listed in the RAP. **To integrate properly, the individuals CITI profile must use the preferred first name as listed in DuckWeb and the last name and email address as listed in the University of Oregon database (Banner).** CITI training information will not populate if all three do not match. If an individual has listed a preferred name in DuckWeb, the preferred name will display in the RAP.

## Student Research

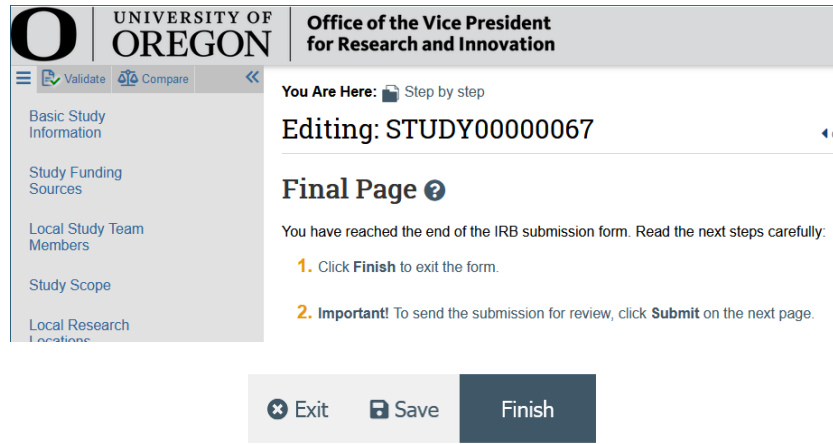
1. Your faculty advisor must be listed in the study under **Local Study Team Members**.



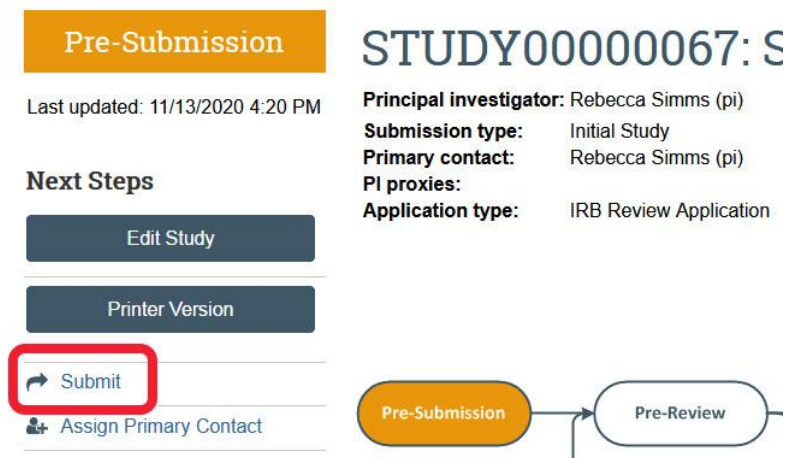
2. You must assign your faculty advisor as a *PI Proxy*.
3. To confirm your faculty advisor’s approval for your project, he/she must complete an ancillary review.
4. For instructions on how to add your faculty advisor as a *PI Proxy* and *Ancillary Reviewer*, see our guidance, [Student Led Research Ancillary Review Instructions for Students](#).

### Submit Application.

1. Once you are ready to submit your application, select “Finish” at the lower right side of the final page.



2. You will be taken to your study page in the pre-submission state. Select “Submit” from the choices at the left side of the screen.



3. If you have not entered required information on any smart form, you will be prompted to the pages to edit. Once all the required information is entered, you will see the submit screen. Once you have verified the information presented, click “OK” at the lower right corner of the screen.

**Submit**

By signing below you are verifying that:

- You have obtained the financial interest status ("yes" or "no") of each research staff.
- You have obtained the agreement of each research staff to his/her role in the research.
- You have reviewed and agree to uphold the duties and responsibilities as outlined in the [Investigator Agreement](#).
- You will conduct this Human Research in accordance with requirements in the HRP-103 - Investigator Manual



4. Congratulations! Your protocol has been submitted for review. You can see that your study is now in the pre-review state. At this stage, you are no longer able to edit your study, but you do have some options listed below.

### *Post submission options.*

- Once your submission is in pre-review status, there are several options.
  1. *Assign Primary Contact.* The person who will act as the study's main point of contact for communications with the IRB. When the RCS communicates a decision or requires action by the study staff, the primary contact receives notifications in addition to the principal investigator and PI proxies if assigned. If the primary contact is also engaged in the research, this person must be listed as a team member within the study. There can only be one primary contact listed on each study.
  2. *Assign a PI Proxy.* PI proxy(ies) may act on behalf of the PI of the study. PI proxy(ies) may submit a study for initial review, modify the study, and submit for continuing review. The PI may assign more than one proxy, but all proxies must be listed as a team member within the study.
  3. *Manage Ancillary Review.* The PI may assign an ancillary review. For example, student led research requires an [ancillary review by their faculty advisor](#). Contact RCS if the PI is unsure if ancillary reviews are required. RCS staff may also assign ancillary reviews.
  4. *Manage Guest List.* If you would like individuals not listed on the protocol to view the details of the submission, you may add them to the guest list.
  5. *Add Comment.* You may add additional information and supporting documentation to the submission by choosing "Add Comment". The comment will be visible to anyone with access to the submission.
  6. *Copy Submission.* You may create a copy of the submission. You will remain the PI for the new submission.
  7. *Withdraw.* If you would like to withdraw the submission for any reason, choose "withdraw". The submission will be reverted back to Pre-Submission status and you will be able to make edits. You may submit again when you are ready.
  8. *Discard.* Choosing this action will permanently remove the submission.