

# 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

The screenshot shows the VUMC IRB DISCOVER-e web application. The top navigation bar includes a 'demo' badge, 'VUMC IRB', and links for 'Dashboard', 'Submissions', and 'Studies'. The user is logged in as 'Beadles, Jenni'. On the left, there is a section for 'Important Announcements' with a 'COVID-19 Update' regarding research participant screening and protocol deviations. In the center, a green button labeled '+ Create a new study' is circled in red, with a red arrow pointing to it from the title above. Below this button is a 'Training expires in:' section with a clock icon and a 'View IRB Training' link. On the right, there are tweets from @VHRPP, including one about COVID-19 biosafety approval and another about updating the COVID-19 page.

**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>

**+ Create a new study**  
**+ Tissue or Cell Registries**

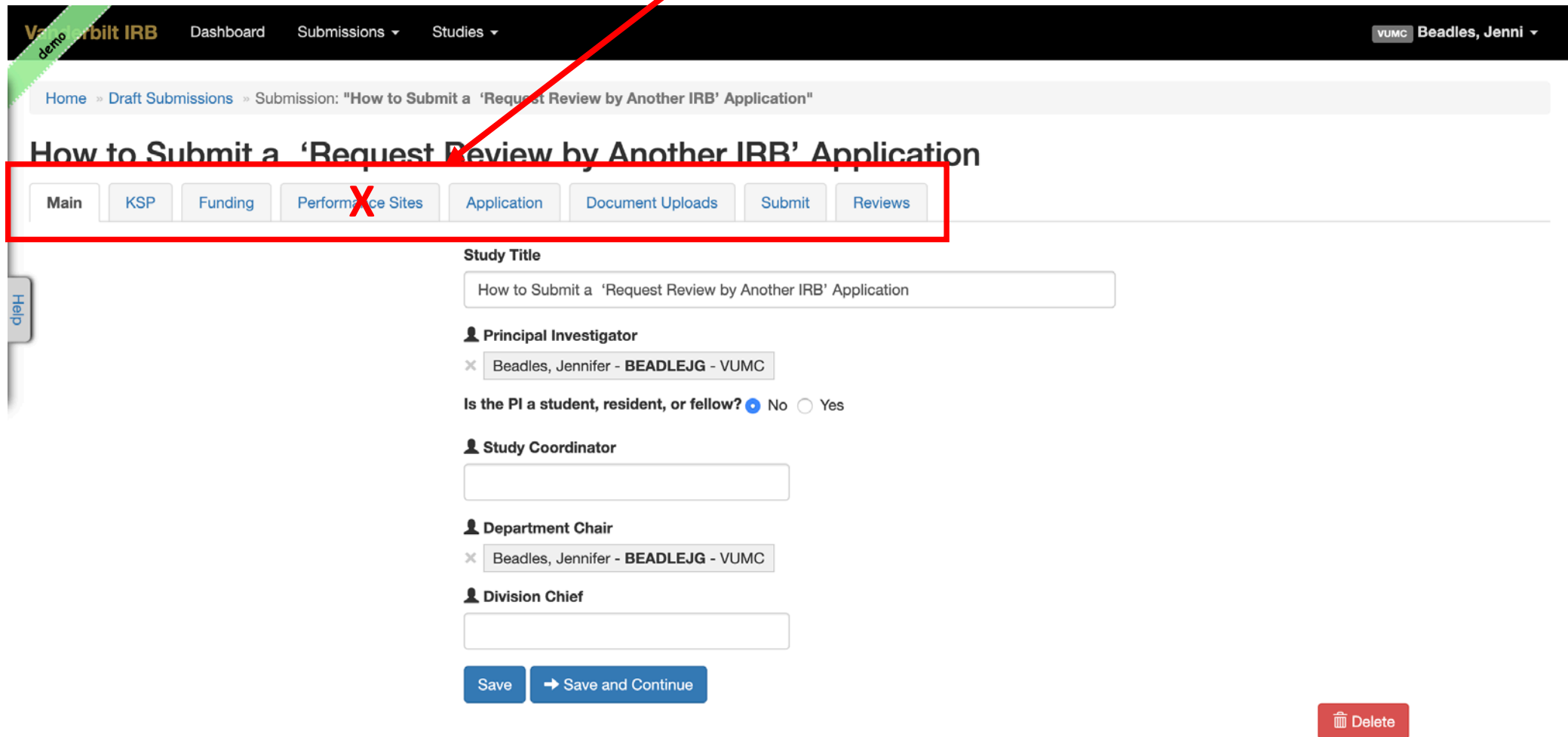
Training expires in:  
  
[View IRB Training](#)

**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...



**VUMC 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 **X** | Application | Document Uploads | Submit | Reviews

**Study Title**  
How to Submit a 'Request Review by Another IRB' Application

**Principal Investigator**  
× Beadles, Jennifer - BEADLEJG - VUMC

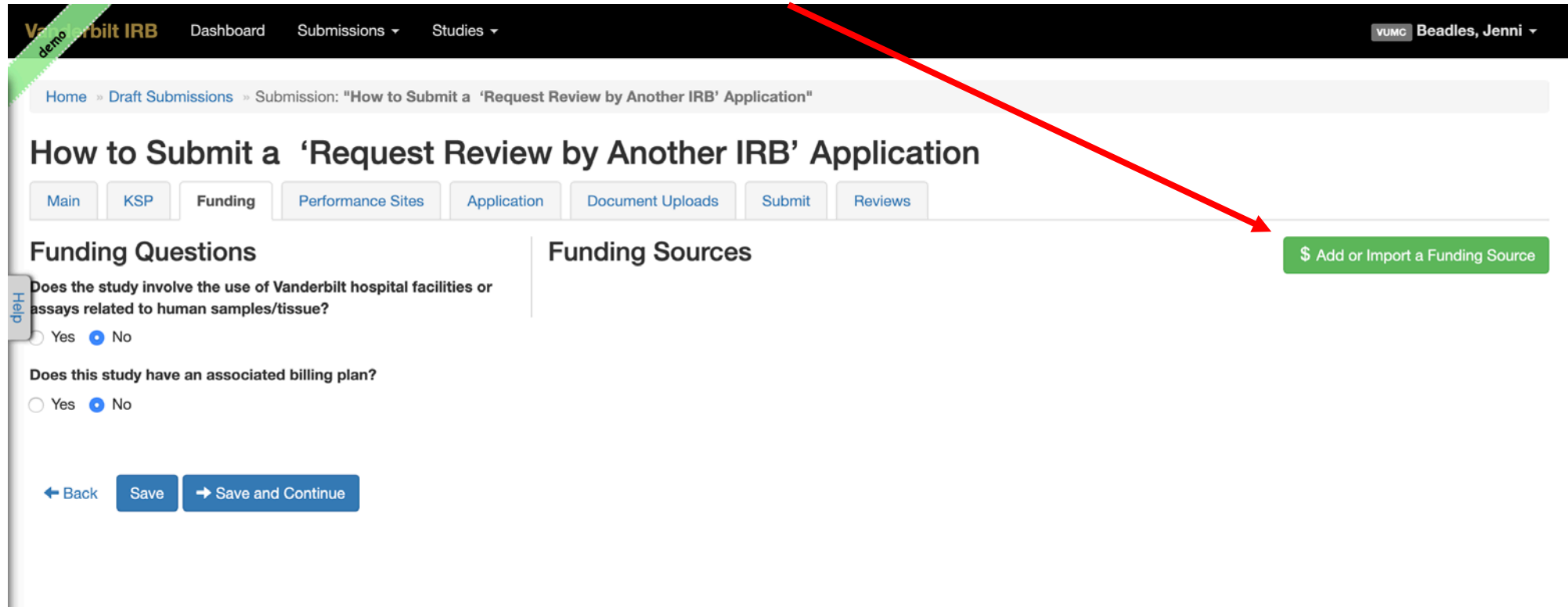
Is the PI a student, resident, or fellow? ☒ No ☐ Yes

**Study Coordinator**

**Department Chair**  
× Beadles, Jennifer - BEADLEJG - VUMC

**Division Chief**

# Funding Tab: Import if available



The screenshot shows the Vanderbilt IRB application interface. The top navigation bar includes 'Vanderbilt IRB', 'demo', 'Dashboard', 'Submissions', 'Studies', and a user profile 'VUMC Beadles, Jenni'. The breadcrumb trail is 'Home » Draft Submissions » Submission: "How to Submit a 'Request Review by Another IRB' Application"'. The main title is 'How to Submit a 'Request Review by Another IRB' Application'. Below the title are tabs: 'Main', 'KSP', 'Funding' (selected), 'Performance Sites', 'Application', 'Document Uploads', 'Submit', and 'Reviews'. The 'Funding' tab is active, showing 'Funding Questions' and 'Funding Sources'. The 'Funding Questions' section has 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 'No' selected. The 'Funding Sources' section has a green button labeled '\$ Add or Import a Funding Source'. A red arrow points from the top navigation bar to this button.

**Funding Questions**

Does the study involve the use of Vanderbilt hospital facilities or assays related to human samples/tissue?

☐ Yes ☒ No

Does this study have an associated billing plan?

☐ Yes ☒ No

[← Back](#) [Save](#) [→ Save and Continue](#)

**Funding Sources**

[\\$ Add or Import a Funding Source](#)

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**

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. A 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

Applicant's letter of cooperation

+ Add a Site

Vanderbilt Serving as a Single IRB

This may apply when a VU or VUMC investigator collaborates with a non-VU/VUMC investigator or institution, or when VU or VUMC serves as a Coordinating Center for a VUMC-initiated study. If the study is initiated by a non-VU/VUMC investigator, the VU/VUMC investigator must submit a letter of cooperation from the non-VU/VUMC investigator to the VU/VUMC IRB. 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

**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

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  
incomplete

**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.

**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.

**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.

**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.

**Save**

# 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

The screenshot shows the 'Vanderbilt IRB' web application. The top navigation bar includes 'Dashboard', 'Submissions', and 'Studies'. The user is logged in as 'Beadles, Jenni'. The main heading is 'How to Submit a 'Request Review by Another IRB' Application'. Below this is a breadcrumb trail: 'Home > Draft Submissions > Submission: "How to Submit a 'Request Review by Another IRB' Application"'. A series of tabs are visible: 'Main', 'KSP', 'Funding', 'Performance Sites', 'Application', 'Document Uploads' (which is active), 'Submit', and 'Reviews'. The 'Attach Documents' section features a 'Drag and Drop' area with a note: 'Drag file into the region for the appropriate document type. Maximum accepted file size is 512MB.' Below this are several document type buttons: 'Protocol', 'IRB Application', 'Continuing Review Application', 'Consent-Assent Document', 'Grant', 'Investigator's Brochure', 'Advertisement', 'Recruitment', 'Study Measures', 'Study Materials', and 'Other'. At the bottom, there is a 'Global Documents' section which currently shows 'No files are available'. Action buttons at the very bottom include 'Delete selected files' and 'Download all'.

# 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

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## Human Research Protections Program

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Roles and Responsibilities

For Participants



### 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






▶ 2-Part Consent for sIRB

▶ Grant Resources

▶ Additional Information

#### Reliance Platforms



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