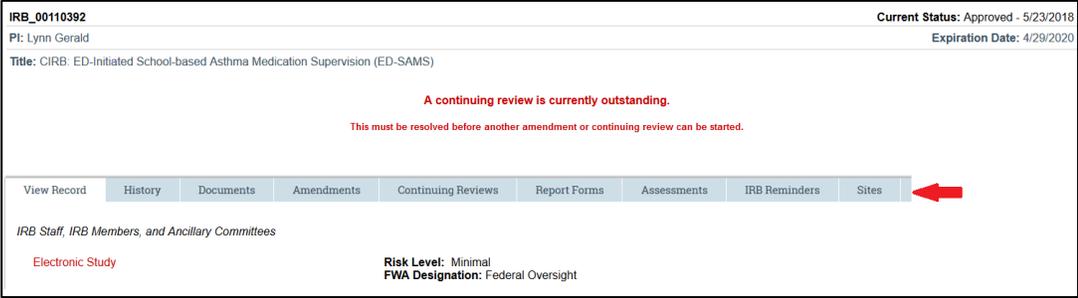




SIRB SITE-CONTROL REVIEW INSTRUCTIONS

As a board reviewer, you may be asked to review an application for a Single IRB (SIRB) study that uses ERICA’s “site-control” model. These instructions will help you navigate a site control application in ERICA and complete a thorough review of the information for each participating site the University of Utah IRB is responsible for.

Step 1:	Click on the link of the study (either in your board member inbox or the email assignment from ERICA). The main study workspace for the application you are reviewing is the same as for an application that uses the standard model. Conduct your review as you would any other application.																																										
Step 2:	<p>From the screen where you begin your board member checklist, go to the breadcrumb trail at the top of the screen and back up to the main study workspace. On the main study workspace, you will see a tab that says “Sites”.</p> 																																										
Step 3:	<p>Click on the Sites tab to view a list of participating sites require your review.</p>  <table border="1" data-bbox="326 1150 1399 1329"> <thead> <tr> <th>ID</th> <th>Site Name</th> <th>State</th> <th>Agreement</th> <th>Site</th> <th>Submissions</th> </tr> </thead> <tbody> <tr> <td>View FWA00004218</td> <td>University of Arizona</td> <td></td> <td>RA00000357</td> <td></td> <td></td> </tr> <tr> <td>View FWA00007961</td> <td>U of Oklahoma Hlth Sciences Ctr, Board of Regents</td> <td>Approved</td> <td>RA00000369</td> <td>Site_00000088</td> <td>CR Bundled Review</td> </tr> <tr> <td>View FWA00001809</td> <td>Children's Hosp of Wisconsin, Inc.</td> <td>Approved</td> <td>RA00000356</td> <td>Site_00000001</td> <td>CR Bundled Review</td> </tr> <tr> <td>View FWA00001230-C</td> <td>Hasbro Children's Hospital</td> <td>Creation</td> <td></td> <td>Site_00000126</td> <td></td> </tr> <tr> <td>View FWA00002443</td> <td>Seattle Children's Hospital</td> <td>Approved</td> <td>RA00000377</td> <td>Site_00000127</td> <td>CR Bundled Review</td> </tr> <tr> <td>View FWA00004487</td> <td>Children's National Medical Center</td> <td>Creation</td> <td></td> <td>Site_00000089</td> <td></td> </tr> </tbody> </table>	ID	Site Name	State	Agreement	Site	Submissions	View FWA00004218	University of Arizona		RA00000357			View FWA00007961	U of Oklahoma Hlth Sciences Ctr, Board of Regents	Approved	RA00000369	Site_00000088	CR Bundled Review	View FWA00001809	Children's Hosp of Wisconsin, Inc.	Approved	RA00000356	Site_00000001	CR Bundled Review	View FWA00001230-C	Hasbro Children's Hospital	Creation		Site_00000126		View FWA00002443	Seattle Children's Hospital	Approved	RA00000377	Site_00000127	CR Bundled Review	View FWA00004487	Children's National Medical Center	Creation		Site_00000089	
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Step 4:	Any participating site with a link to an item in the “Submissions” column should be opened by clicking on the individual item. Repeat for each site.																																										
Step 5:	Review each participating site application as you would any other application. <ul style="list-style-type: none"> Remember to open and review all attached documents for each site. 																																										
Step 6:	The IRB Staff will provide a summary document that outlines important information for each site, as applicable. Please review this document and determine whether the information provided is approvable. <ul style="list-style-type: none"> You may choose to base your board member checklist summary off this document. If there are any differences in the way a site will conduct the study, please note this in your summary. 																																										

If you have questions about anything relating to the main application or site-controlled applications, please contact your IRB Coordinator.

Please contact the IRB Office at (801) 581-3655 or irb@hsc.utah.edu for additional guidance.