**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:** 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”.

**Step 3:** Click on the Sites tab to view a list of participating sites require your review.

**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.
- 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.
- 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.

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