

## Create a New Study

1. Go to the IRB Reliance Registry homepage (<https://irbreliance.ucop.edu/site/index>) and sign in.
2. Reviewing Principal Investigators or Reviewing Research Coordinators may initiate the process to create a new study. To start the process, find the section under your **Dashboard** called “**Create a new collaborative study**”. Fill out your **location**, **role** in the study, and answer whether the study involves the **Veterans Affairs (VA)**. At this time, the VA is not a signatory of the UC IRB MOU and therefore the Reliance Registry may not be used for VA studies.

Once the required fields have been completed, click on “**Get Started**” to move to the next page.

The screenshot shows the 'Create a new collaborative study' form. It has a navigation bar with 'Dashboard', 'About', 'MOU', 'Search', 'IRB Contacts', 'Accounts', and 'Help'. Below the navigation bar is a 'My Dashboard' section. The main form area is titled 'Create a new collaborative study'. It contains three dropdown menus: 'Select a location: \*' with 'UC San Francisco' selected, 'What is your role in this study? \*' with 'Principal Investigator' selected, and 'Does this study involve the Veterans Affairs (VA)? \*' with 'No, the Veterans Affairs (VA) is not involved' selected. A green 'Get Started' button is to the right of the third dropdown. Below the form are four green callout boxes with red arrows pointing to the form elements: '1. Select location' points to the first dropdown, '2. Select role' points to the second dropdown, '3. Select VA involvement' points to the third dropdown, and '4. Click here once fields are selected.' points to the 'Get Started' button.

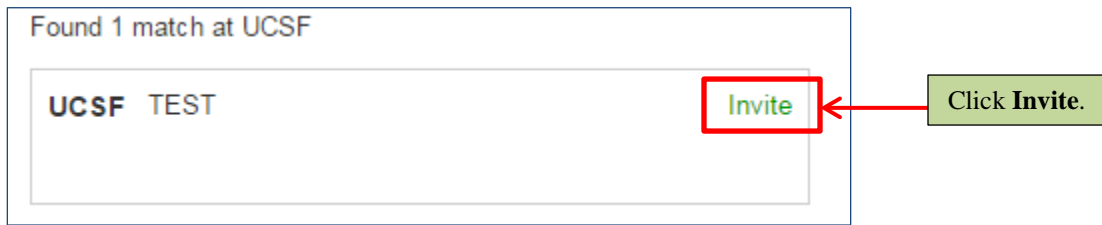
3. Select the Reviewing **Research Coordinators** you want to add to your study. You are **not** required to include a Research Coordinator on a study if you do not have one. If you do not wish to include a Research Coordinator, click “**Next**” on the right side of the screen.

To add a Research Coordinator, enter the name or email address of the person in the field provided. Click “**Search**”.

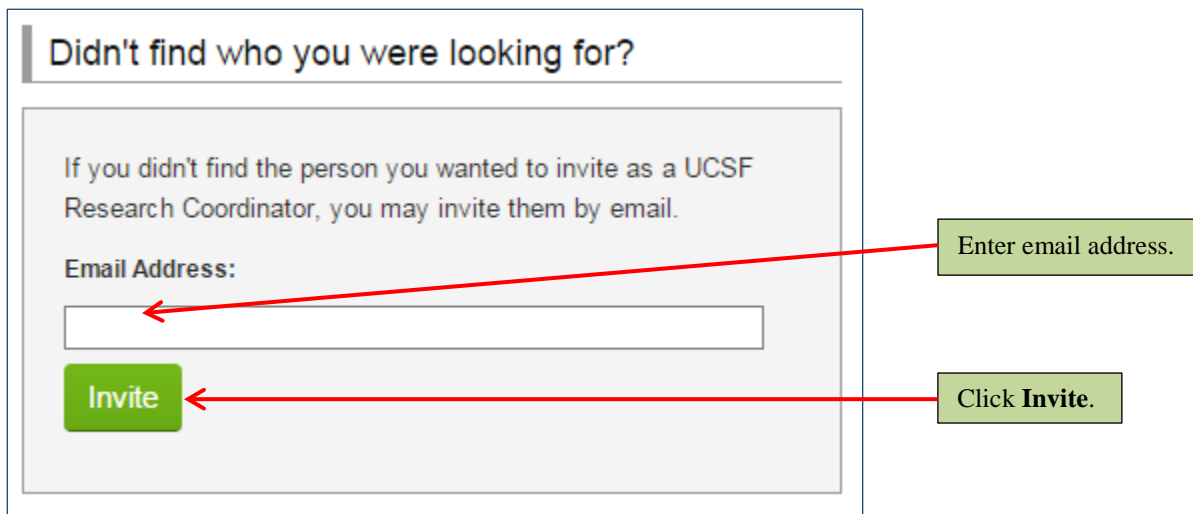
The screenshot shows a search box titled 'Search for an individual by Name or Email'. Below the title is a text input field and a green 'Search' button. To the right of the input field is a green callout box with the text 'Enter name or email address.' and a red arrow pointing to the input field. Below the 'Search' button is another green callout box with the text 'Click Search.' and a red arrow pointing to the button.

If the Research Coordinator has an account in the Reliance Registry, his or her name will appear below the search box. Find the name of the Research Coordinator you want include

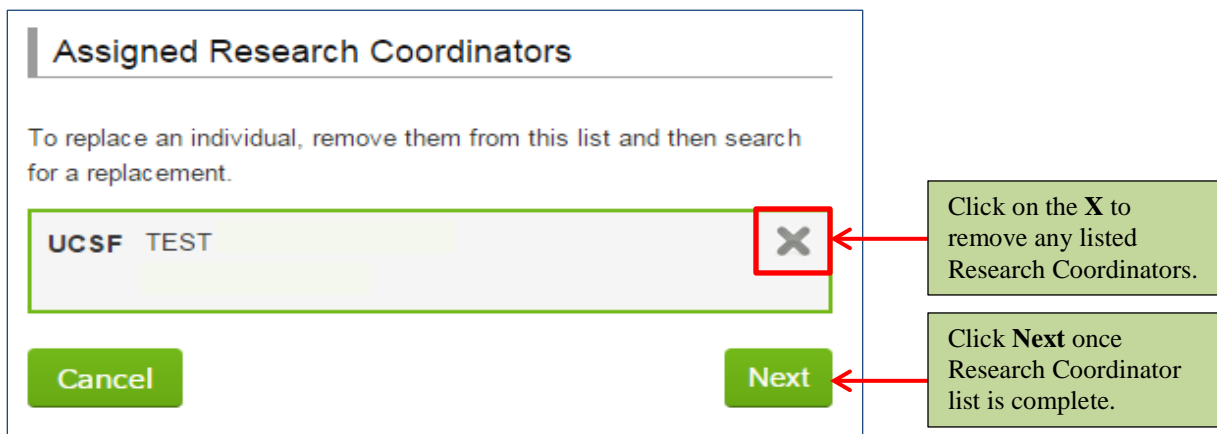
on the study and click on the “**Invite**” button next to his or her name. You may choose to invite more than one Research Coordinator from your campus.



If you could not find the Research Coordinator under the search box, that person does not have an account set up in the Reliance Registry yet. You can invite the person to register for the Reliance Registry by using the **Didn't find who you were looking for** feature. Enter the email address of the Research Coordinator you want to invite to join your study. Click “**Invite**”.



Any invited Research Coordinator(s) will appear under the Assigned Research Coordinators section of this page. You may delete a Research Coordinator by clicking on the **X** next to his or her name. Click “**Next**” once your list of Research Coordinator(s) is complete.



4. Select the **Relying Principal Investigator** you want to add to your study. You **must** include at least one **Relying Principal Investigator** from another campus on your study. However, **only one Relying Principal Investigator may be added per campus**.

To add a Relying Principal Investigator, enter the name or email address of the person in the field provided. Click “**Search**”.

The screenshot shows a search box titled "Search for an individual by Name or Email". Below the title is an empty text input field and a green "Search" button. A red arrow points from a callout box "Enter name or email address." to the input field. Another red arrow points from a callout box "Click Search." to the "Search" button.

If the Relying Principal Investigator has an account in the Reliance Registry, his or her name will appear below the search box. Find the name of the Relying Principal Investigator you want include on the study and click on the “**Invite**” button next to his or her name. You may choose to invite more than one Relying Principal Investigator; however each must be from a different campus.

The screenshot shows search results for "UCI JW". A red box highlights a green button labeled "Invite to rely for UCI". A red arrow points from a callout box "Click Invite." to this button.

If you could not find the Relying Principal Investigator under the search box, that person does not have an account set up in the Reliance Registry yet. You can invite the person to register for the Reliance Registry by using the **Didn't find who you were looking for** feature. Enter the email address of the Relying Principal Investigator you want to invite to join your study. Select the Relying Principal Investigator's campus location. Click “**Invite**”.

The screenshot shows a form titled "Didn't find who you were looking for?". It contains the following fields and buttons:

- A text input field for "Email Address:" with a red arrow pointing to it from a callout box "Enter email address."
- A dropdown menu for "Campus:" with "Select one..." and a downward arrow, with a red arrow pointing to it from a callout box "Select campus."
- A green "Invite" button with a red arrow pointing to it from a callout box "Click Invite."

Any invited Relying Principal Investigator(s) will appear under the Assigned Relying Principal Investigator section of this page. You may delete a Relying Principal Investigator by clicking on the **X** next to his or her name. Click “**Next**” once your list of Relying Principal Investigator(s) is complete.

The screenshot shows a section titled "Assigned Relying Principal Investigators". Below the title is a text box containing "UCI J W" and a red "X" icon. At the bottom are "Cancel" and "Next" buttons. Callout boxes provide instructions: "Click on the X to remove any listed Relying PI." and "Click Next once Relying PI list is complete."

5. Complete the fields pertaining to your study details. Enter the **Study Title**. Enter the **Award Information** that reflects where the funding for your study will come from. Enter the **Name of Sponsor** who will be providing the funding. If your study will have more than one sponsor, write all names of the sponsor in the **Name of Sponsor** field.

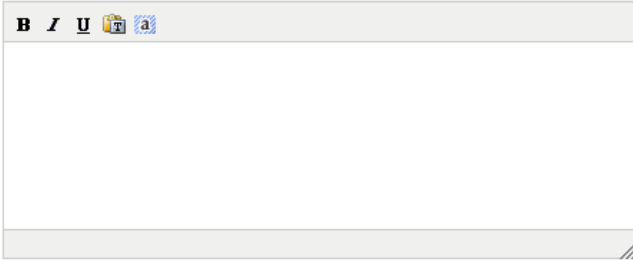
The screenshot shows a form with the following fields and callouts:
 

- Study Title \***: A text input field with a callout: "Enter the title of your study."
- Primary Awardee Institution \***: A dropdown menu showing "UC Davis".
- Award Information \***: A list of radio button options:
  - Federal Government
  - Other Gov (e.g., State, local)
  - Industry Sponsor
  - Other Private (foundations, etc)
  - Campus/UC-Wide program
  - Departmental Funds
  - Other
 A callout points to this section: "Select the entity type providing funding for your study."
- Name Of Sponsor \***: A text input field with a callout: "Fill in the name of the sponsor who will be providing funding for your study."

Enter your study **synopsis**. You may write this section in, or copy and paste from a Word document. If you choose to copy and paste the synopsis, use the “Paste as Plain Text” to ensure any hidden formatting will be repaired. Hidden formatting may cause errors when printing this page.

To paste text from a Word document into the **Synopsis**, use the "Paste as Plain Text" button below to automatically repair incompatible and hidden Word document formatting.

Synopsis \*



If your study requires additional **committee review**, select the committee type and include additional information. **PLEASE NOTE:** If you are unsure whether your study requires additional review, consult with your local IRB coordinator. **Reviewing Principal Investigators are responsible for obtaining any ancillary approvals before beginning a study.**

Committees

- Cancer Center Protocol Review Committee  
Date of review
- Institutional Biosafety Committee  
BUA# for each site
- Human Stem Cells  
Oversight Review Committee approval date
- List any Investigational Drugs and Biologics  
Name and IND#
- List any Investigational Devices and Non-Significant Risk Devices  
Name and IDE# or NSR Determination
- Radiation Safety Committee  
RUA#
- Radioactive Drug Research Committee (RDRC)  
Approval Date

Carefully review the **assurances** listed at the bottom of the page. Once you have read each statement, you may click on the **Sign and Finish** button. By clicking on the **Sign and Finish** button, you certify that the information you provided for the study is correct and agree to the statements listed in the **assurances**. If you are unsure whether the information you provided is correct, please consult with your local IRB Coordinator before clicking on the **Sign and Finish** button.

I agree to the following assurances:

- I certify that the information provided in this application is complete and correct.
- I certify that I will follow the IRB-approved Protocol.
- I will comply with all applicable federal and state laws regarding the protection of human subjects in research.
- I will make sure that the personnel performing this study are qualified, meet the education/training requirements of the relying IRB, and adhere to the provisions of this IRB-approved protocol.
- I will not modify the protocol or any attached materials without first obtaining review and approval from the Reviewing IRB.
- I will accept responsibility for the conduct of this study at this site, the ethical performance of the project, and the protection of the rights and welfare of the human subjects who are directly involved at this site.
- I will obtain any ancillary approvals required for this project at my campus (for example, conflict of interest, stem cells, cancer center, biosafety, radiation, or pharmacy).

**Sign and Finish**   **Cancel**

Once you have read each statement, you may click on the **Sign and Finish** button.

Once you have signed and finished the study details page, an automated notification will be sent to the Reviewing IRB, Relying IRB, Relying Principal Investigator(s), and Research Coordinator(s) apart of the study.

**PLEASE NOTE: Only Reviewing Principal Investigators can sign the assurances.** For any study initiated by a Reviewing Research Coordinator, the “Sign and Finish” button will not be available. Reviewing Research Coordinators will instead see a “**Save**” button. Reviewing Research Coordinators must click on the “Save” button.

**PI Name** must agree to the following assurances:

- I certify that the information provided in this application is complete and correct.
- I certify that I will follow the IRB-approved Protocol.
- I will comply with all applicable federal and state laws regarding the protection of human subjects in research.
- I will make sure that the personnel performing this study are qualified, meet the education/training requirements of the relying IRB, and adhere to the provisions of this IRB-approved protocol.
- I will not modify the protocol or any attached materials without first obtaining review and approval from the Reviewing IRB.
- I will accept responsibility for the conduct of this study at this site, the ethical performance of the project, and the protection of the rights and welfare of the human subjects who are directly involved at this site.
- I will obtain any ancillary approvals required for this project at my campus (for example, conflict of interest, stem cells, cancer center, biosafety, radiation, or pharmacy).

**Save**   **Cancel**

As a Reviewing Research Coordinator, click the **Save** button to preserve the study information.

Clicking the “Save” button will preserve the study information and send the following automated email notification to the Reviewing Principal Investigator:

*This message is to notify you that [[Reviewing Research Coordinator Name](#)] entered your multi-campus study in the UC IRB Reliance Registry. Please log in to review the study information and to sign the assurances.*

**Consult with your local IRB coordinator for next steps.** A full list of IRB Coordinators can be found on the [IRB Contacts](#) page.