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.

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”.

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**”.

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.

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**”.
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.

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.
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.

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**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.**

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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.**
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.

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.
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.