

ADDING AND REMOVING COMPONENT SITE(S) IN IREX

In IREx, HRPP/ IRB Liaisons at Federalwide Assurance (FWA)-holding institutions can add component sites that operate under a different name, but are part of the same legal entity. Listing FWA component(s) can help delineate where research is happening at a site and allows for multiple, separate study teams to be engaged on the same study. For example, a medical center can list their children's hospital as a component, if designated under the same FWA, to specify the site where a pediatric research study is occurring.

ADD FWA COMPONENT(S):

- **1.** Login to IREx and click **Components** under Your Institution.
- Under Add a component, enter the *component full name* and *short name*. Tip: Avoid using abbreviations (e.g., use "Mellon Univ Med Ctr" instead of "MUMC").
- **3.** Click the green + sign to list an FWA component. The component name will appear in the list above.

List your FWA's component sites that may rely on an IRB in IREx. Component sites do not get access to IREx; you

Vision Eye

As the FWA-holder of a component site, you are responsible for providing the relevant local considerations for

component sites in your Institutional Profile and for specific studies, as requested by the Reviewing IRB.

4. After listing the component, click Save.

will be able to make cede decisions and provide local context on their behalf.

Components

Add a component:

Vision Eye Institute

ょ				
	Your Institu	tion		
	Mellon Un	iversity Medi	cal Center	
	Profile	Components	LOI	

Tip: Components <u>DO NOT</u> have separate IREx Liaison(s) or an Institutional Profile – **the FWA-Holding site's HRPP Liaison performs all actions in IREx for the component** (e.g., ceding review, providing local considerations).

REMOVE A COMPONENT:

- To remove an FWA component, click the red x button next to the name.
- 2. Click Save to save changes.

Tip: You will <u>not</u> be able to remove a component if it is listed on a study in IREx. Click the down arrow to expand and see on what studies the component listed.

Components

Cancel

Save

University of the Bay S	School of Engineering	Sch of Engineering
University of the Bay S	School of Nursing and Family Health	Sch Nursing & Fam Health
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