SUBMISSIONS GUIDANCE FOR RELIANCE STUDIES

WHERE DO I SUBMIT WHEN EMORY IS REVIEWING?

Submission Type	My Responsibilities	
	Emory IRB	Relying IRB
Initial Submission	Emory team does main submission	Relying team does local XIRB submission
Protocolwide Amendment	Emory team submits on behalf of all sites	Relying team follows Relying IRB P&Ps
Side-Specific Amendment	Emory team submits on behalf of the site	Relying team follows Relying IRB P&Ps
Study Staff Change	Emory team submits changes for all sites	Relying team sends site changes
Continuing Review	Emory team submits on behalf of all sites	Relying team follows Relying IRB P&Ps
Reportable Event	Emory team submits on behalf of any site	Relying team follows Relying IRB P&Ps

WHERE DO I SUBMIT WHEN EMORY IS RELYING?

Submission Type	My Responsibilities	
	Emory IRB	Reviewing IRB
Initial Submission	Emory team completes local XIRB shell	Lead team does main submission
Protocolwide Amendment	Emory team uploads logged comment in XIRB shell with approval documents	Lead team submits on behalf of all sites
Side-Specific Amendment	Emory team uploads logged comment in XIRB shell with approval documents	Lead team submits on behalf of the site
Study Staff Change	Emory team emails IRB Reliance Listserv with site changes	Lead team submits changes for all sites
Continuing Review	Emory team uploads logged comment in XIRB shell with approval documents	Lead team submits on behalf of all sites
Reportable Event	Emory team emails IRB Reliance Listserv about egregious REs	Lead team submits on behalf of all sites