



**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 the ERICA's "site-control" model.~~ These instructions ~~are intended to help board members will help you~~ navigate ERICA in order to a site-control application in ERICA and complete a thorough review of the information for each participating site the University of Utah IRB ~~oversees is responsible for.~~

If you have questions about anything relating to the main application or site-controlled applications, please contact your IRB Coordinator.

If you prefer a visual presentation of these instructions, please visit the Board Member Video Library to find a video demonstration.

**CONTINUING REVIEW:**

**Step 1:** Click on the link of the study (either in your board member inbox or the email assignment from ERICA). The main ~~Continuing Review study workspace for the~~ application you are reviewing will remain is the same; open the "Printer Version" of this and conduct as for an application that uses the standard model. Conduct your review as you would any other application.

**Step 2:** ~~While still in the print view, scroll down to the section called "Progress of Sites and Enrollment," where the list of site-controlled locations is displayed. 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".~~

**Progress of Sites and Enrollment**

Select each site to update the enrollment information.

List of Study Controlled Locations

Site Name	Investigator's Name	Enrollments since Last CR	Enrollments as of Today	Non English Speakers	Withdrawn
<a href="#">View</a> Intermountain Primary Children's Hospital	Matthew Szadkowski	494	800	1	0
<a href="#">View</a> Nationwide Children's Hospital	Julie Leonard	1571	2907	44	0

List of Site Controlled Locations

Site Name	Investigator's Name	Enrollments since Last CR	Enrollments as of Today	Non English Speakers	Withdrawn
Emory University	Claudia Morris		0	0	0
Cincinnati Children's Hosp Med Ctr	Lauren Riney	459	969	0	0
Children's Hospital Colorado	Kathleen Adelgais	624	1104	70	0
University of New Mexico	Robert Saplen	109	309	1	0
Children's Hospital of Philadelphia	Daniel Corwin		12	0	0

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Any participating site listed here should be opened by clicking the name of the site. From there, the participating site specifics and the corresponding documents and attachments may be reviewed.

**Step 3:** Click on the **Sites** tab to view a list of participating sites require your review. The participating site application should be reviewed as any other application, including opening and reviewing attached documents (such as site-specific consent forms). Repeat this process for reviewing each site, taking notes (as applicable) to add to your main board member checklist. Individual checklists are **not necessary for each site.**

Info View

ID	Site Name	State	Agreement	Site	Submissions
<a href="#">View</a> FWA00004218	University of Arizona		RA00000357		
<a href="#">View</a> FWA00007964	U of Oklahoma Hlth Sciences Ctr / Board of Regents	Approved	RA00000269	Site_00000088	CR Bundled Review
<a href="#">View</a> FWA00001909	Children's Hosp of Wisconsin, Inc.	Approved	RA00000356	Site_00000001	CR Bundled Review
<a href="#">View</a> FWA00001230-C	Hasbro Children's Hospital	Creation		Site_00000126	
<a href="#">View</a> FWA00002443	Seattle Children's Hospital	Approved	RA00000377	Site_00000127	CR Bundled Review
<a href="#">View</a> FWA00004487	Children's National Medical Center	Creation		Site_00000089	

**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. The IRB Staff should have provided you a

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	summary document that outlines participating site differences/progress/changes as applicable. Please review this document and verify if the information is approvable. You may choose to base your board member checklist summary off this document. In your board member checklist summary, please note any participating site study specifics that are different from the main study. After opening and reviewing all applicable sites, you are now prepared to fully complete your board member checklist.
<b>Step 5:</b>	If reviewing the application at board, please make mention of the fact that this is a study where the University of Utah is acting as the Single IRB, and note any site differences that may need special consideration during your presentation. Review each participating site application as you would any other application.  <ul style="list-style-type: none"> <li>Remember to open and review all attached documents for each site.</li> </ul>

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<b>AMENDMENT:</b>																									
<b>Step 16:</b>	Click on the link of the study (either in your board member inbox or the email assignment from ERICA). The main Amendment application you are reviewing will remain the same; open the "Printer Version" of this and conduct your review as you would any other application, filling out your board member checklist per usual.																								
<b>Step 2:</b>	While still in the "print view," you will scroll down to the to Section 5, "Site Controlled Amendments".  <h3>5. Site Controlled Amendments</h3> <p>Study locations that are affected by these changes.</p> <table border="1"> <thead> <tr> <th>Site Name</th> <th>Link</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Children's Hospital Colorado</td> <td>Site_00000069_AM_03</td> <td>In Review</td> </tr> <tr> <td>Nationwide Children's Hospital</td> <td>Site_00000068_AM_03</td> <td>In Review</td> </tr> <tr> <td>University of Pittsburgh Medical Center</td> <td>Site_00000071_AM_02</td> <td>In Review</td> </tr> <tr> <td>Children's Hospital of Michigan</td> <td>Site_00000070_AM_03</td> <td>In Review</td> </tr> <tr> <td>Children's Hospital of Philadelphia</td> <td>Site_00000065_AM_03</td> <td>In Review</td> </tr> <tr> <td>Children's National Medical Center</td> <td>Site_00000067_AM_04</td> <td>In Review</td> </tr> <tr> <td>University of California San Francisco</td> <td>Site_00000066_AM_04</td> <td>In Review</td> </tr> </tbody> </table> <p>Any participating site that has a "link" should be opened by selecting the individual item. From there, you can review the participating site specifics and the corresponding documents and attachments.</p>	Site Name	Link	Status	Children's Hospital Colorado	Site_00000069_AM_03	In Review	Nationwide Children's Hospital	Site_00000068_AM_03	In Review	University of Pittsburgh Medical Center	Site_00000071_AM_02	In Review	Children's Hospital of Michigan	Site_00000070_AM_03	In Review	Children's Hospital of Philadelphia	Site_00000065_AM_03	In Review	Children's National Medical Center	Site_00000067_AM_04	In Review	University of California San Francisco	Site_00000066_AM_04	In Review
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**Step 3:** Review the participating site application as you would any other application, including opening and reviewing attached documents (such as site-specific consent forms). Repeat this process for reviewing each site, taking notes (as applicable) to add to your main board member checklist. You do not need to fill out an individual checklist for each site.

**Step 4:** The IRB Staff should have provided you a summary document that outlines participating site differences/changes as applicable. Please review this document and verify if the information is approvable. You may choose to base your board member checklist summary off this document. In your board checklist summary, please note any participating site study specifics that are different from the main study. After opening and reviewing all applicable sites, you are now prepared to fully complete your board member checklist.

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