Adding Participating Sites (Study Team)

This is a step-by-step guide to add sites to multisite studies reviewed by UAB as the IRB of record for study team members.

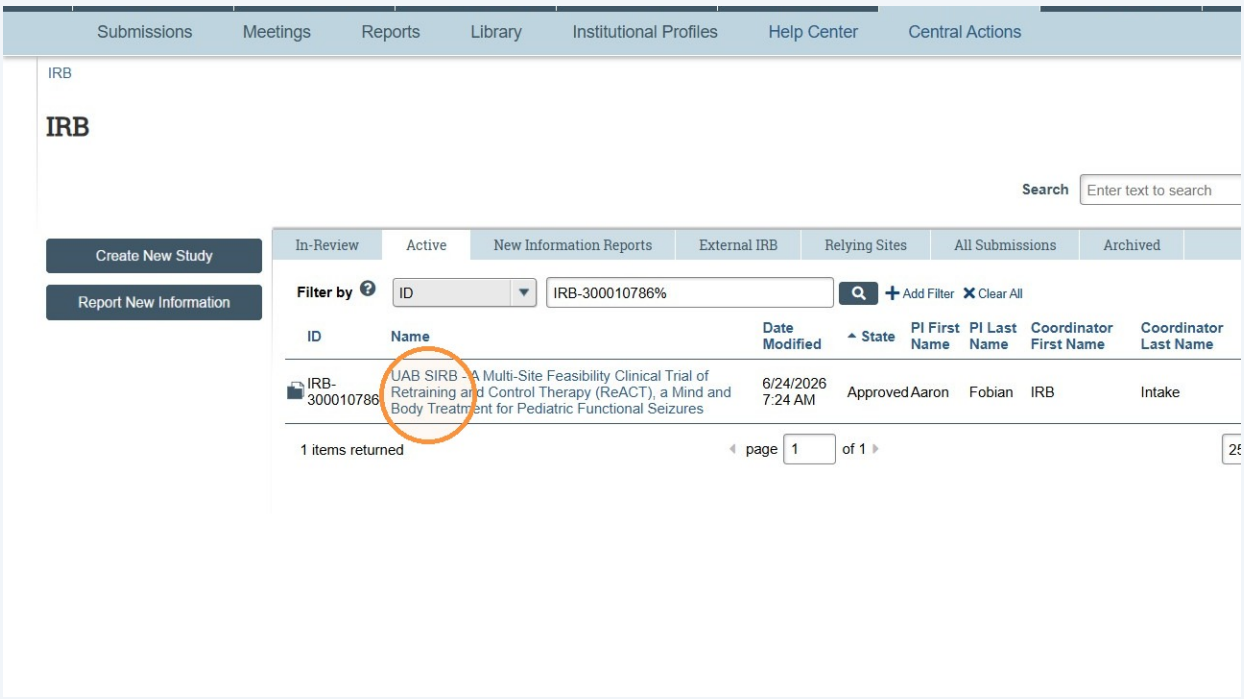
Locate Study Record

1 In the Active studies tab, Filter by

Select ID in the dropdown

Enter IRB-######### and % and click Search

Select the study Name to open the Study record.

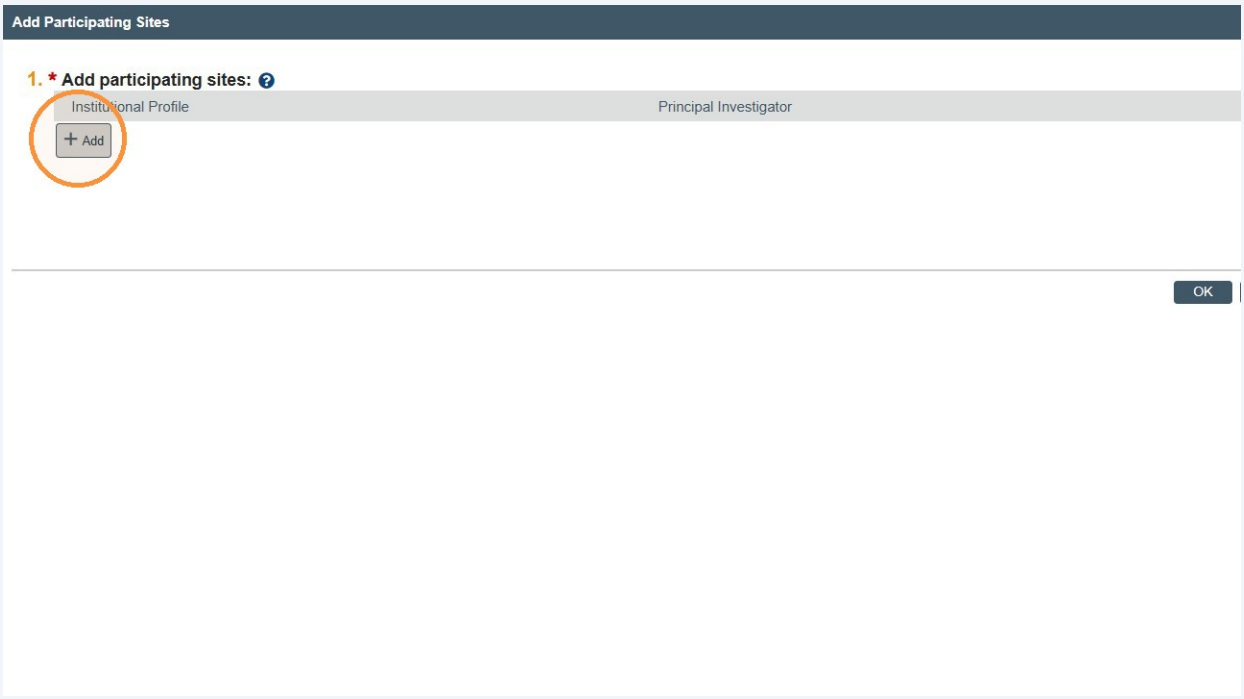


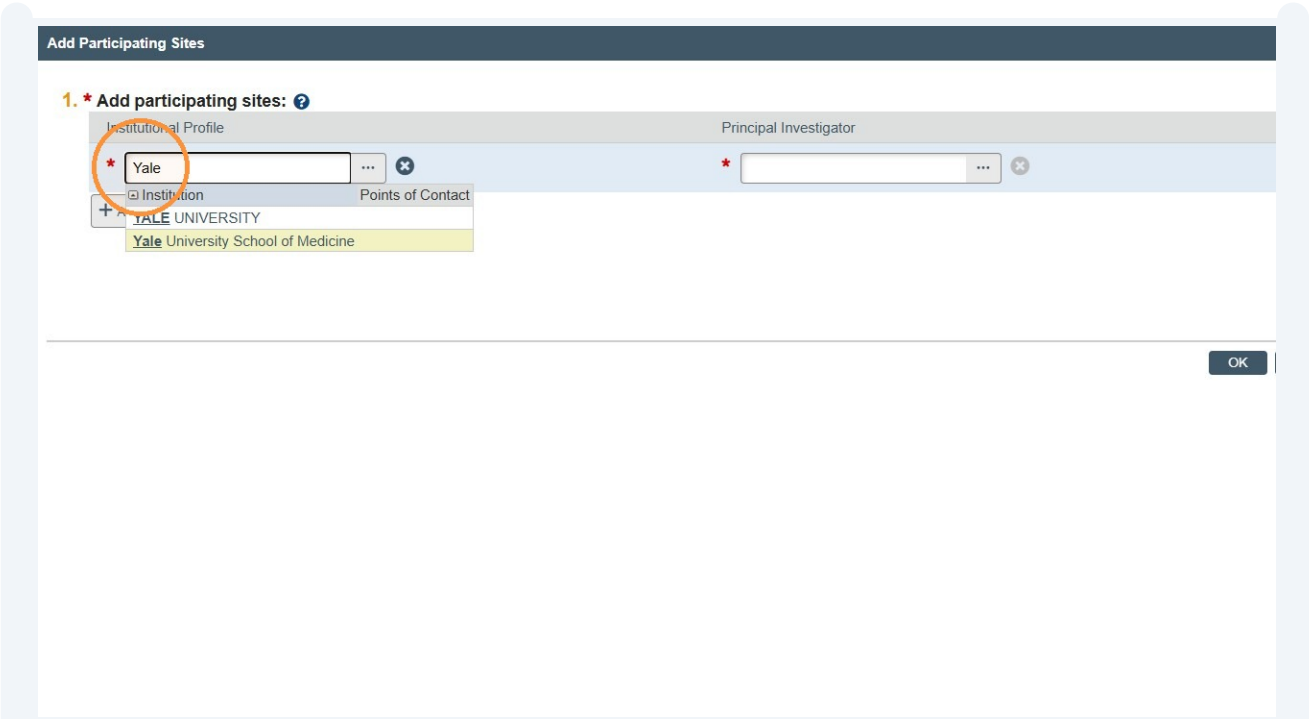
Adding Participating Site

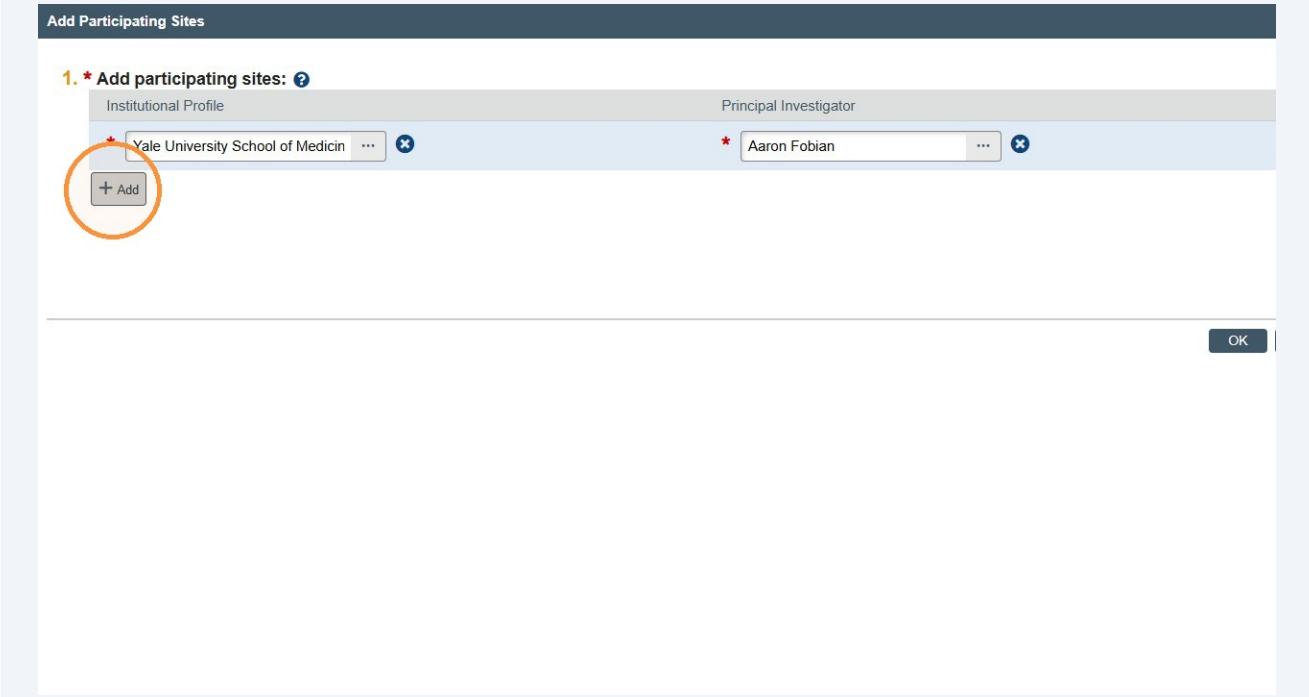
2 Select "Add Participating Sites"

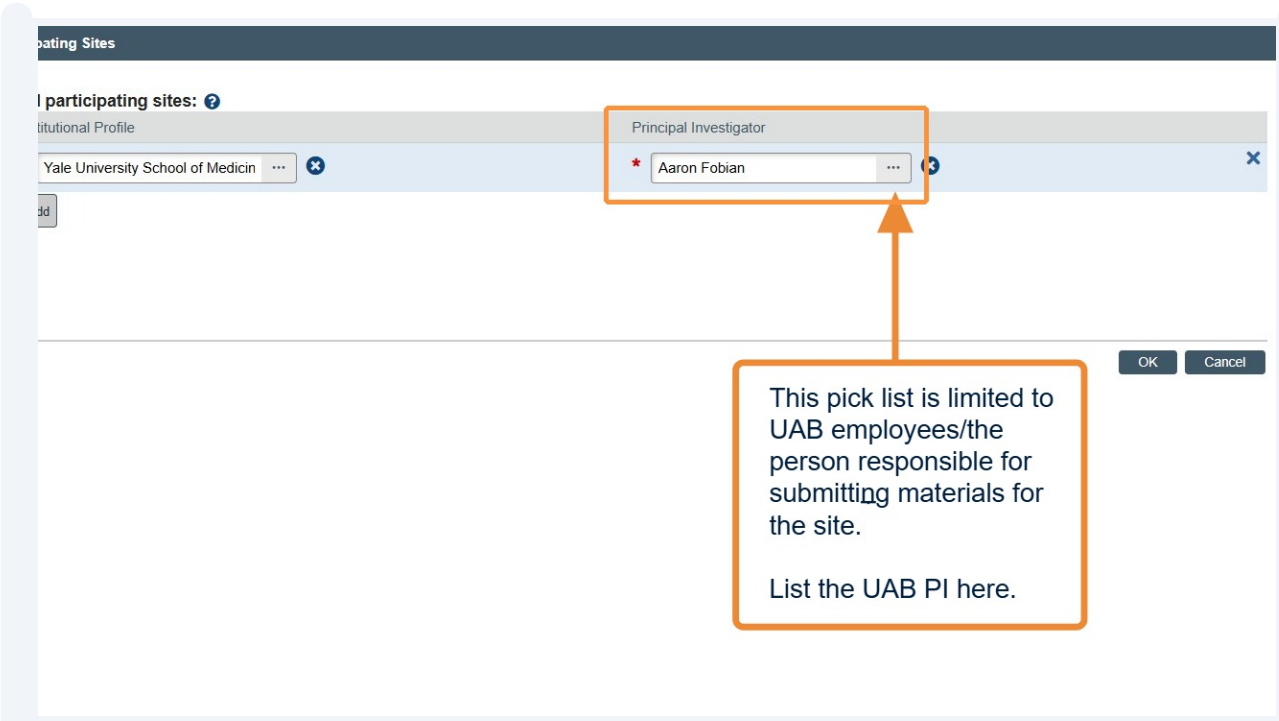


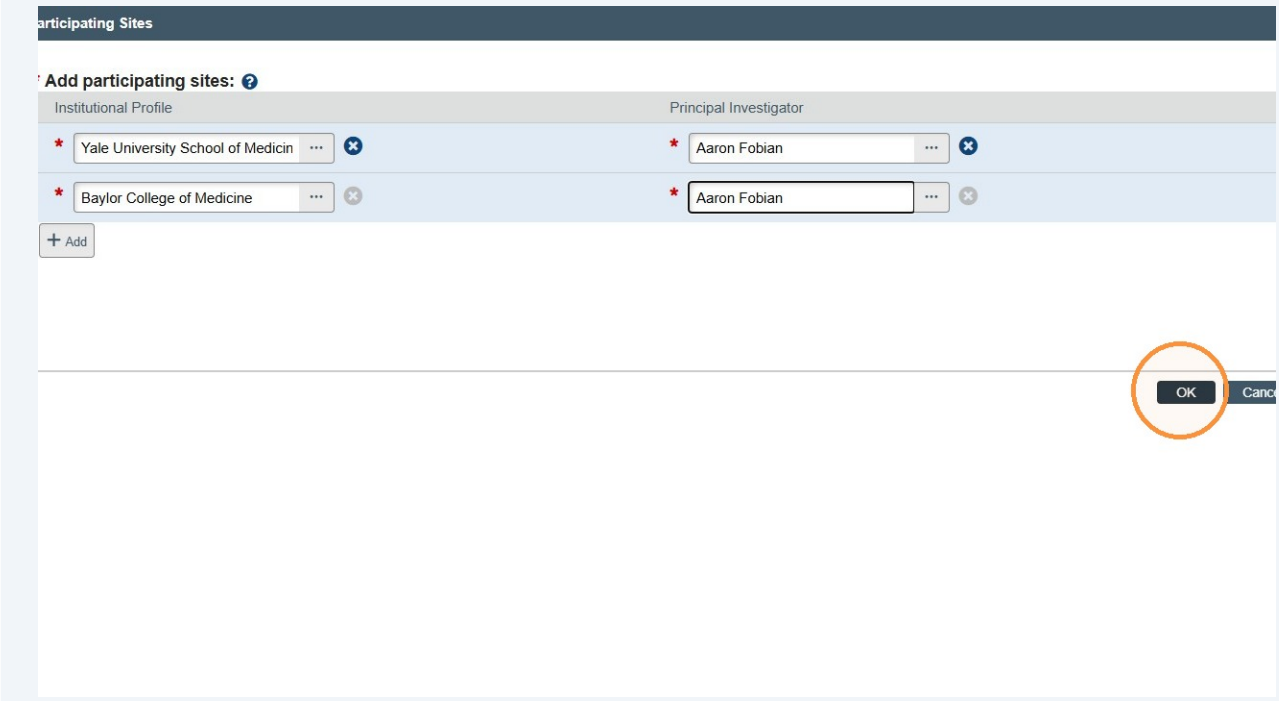
3 Click "Add"
Select site name from pick list
Select **UAB PI** for the Principal Investigator.
Repeat for any additional participating sites.
Click "OK"



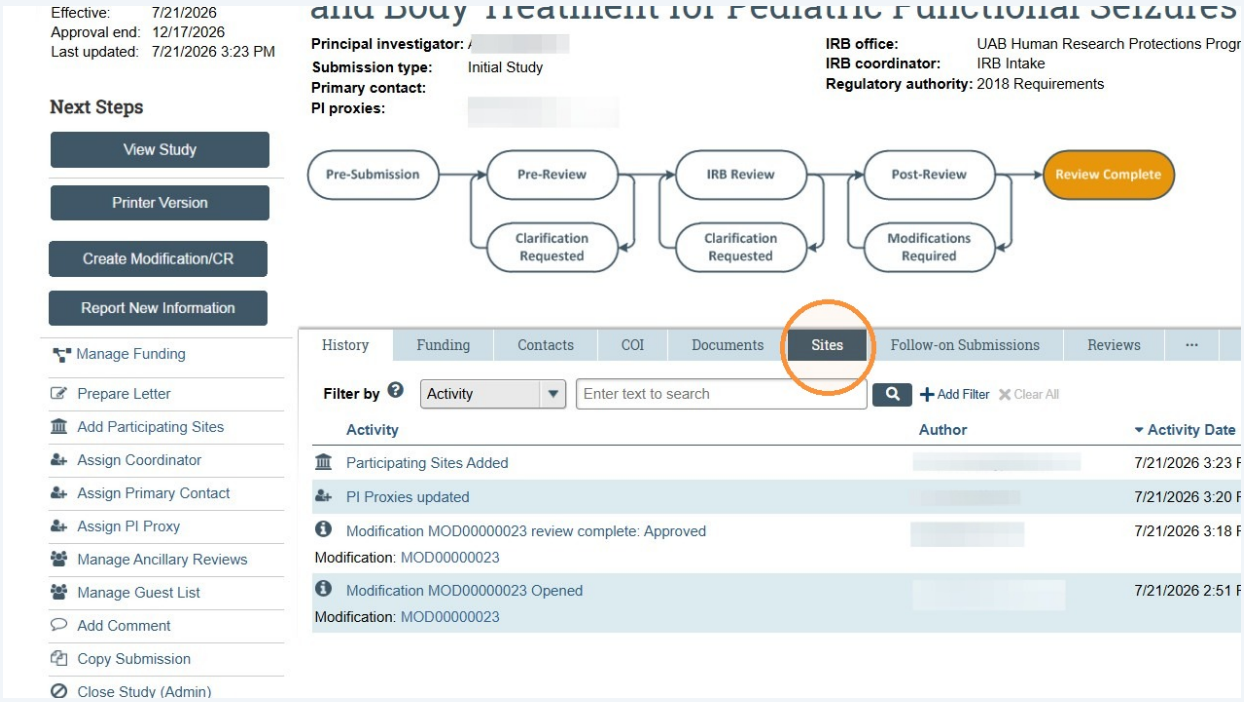

Add Participating Sites
1. * Add participating sites:
Institutional Profile
Principal Investigator
Yale
Institution
Points of Contact
YALE UNIVERSITY
Yale University School of Medicine
OK


Add Participating Sites
1. * Add participating sites:
Institutional Profile
Principal Investigator
Yale University School of Medicin
Aaron Fobian
Add
OK


participating sites:
Principal Investigator
Yale University School of Medicin
Aaron Fobian
OK
Cancel
This pick list is limited to UAB employees/the person responsible for submitting materials for the site.
List the UAB PI here.


Add participating sites:
Institutional Profile
Principal Investigator
Yale University School of Medicin
Aaron Fobian
Baylor College of Medicine
Aaron Fobian
Add
OK

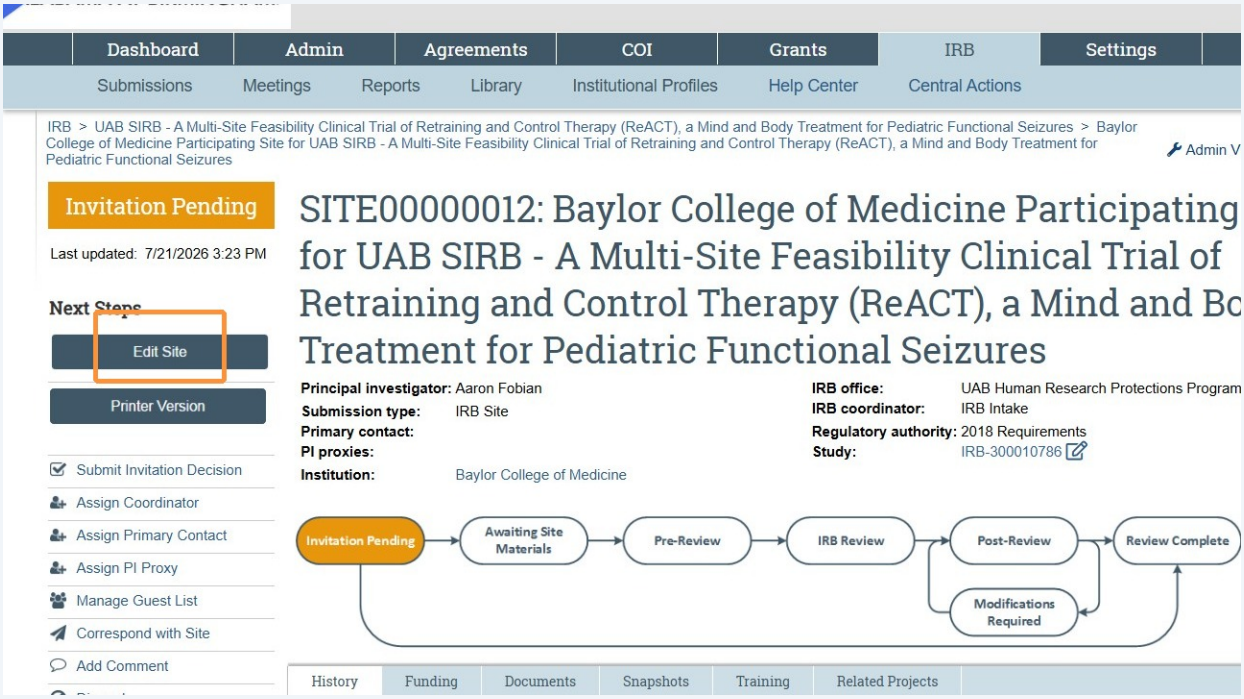
4 Open the "Sites" tab



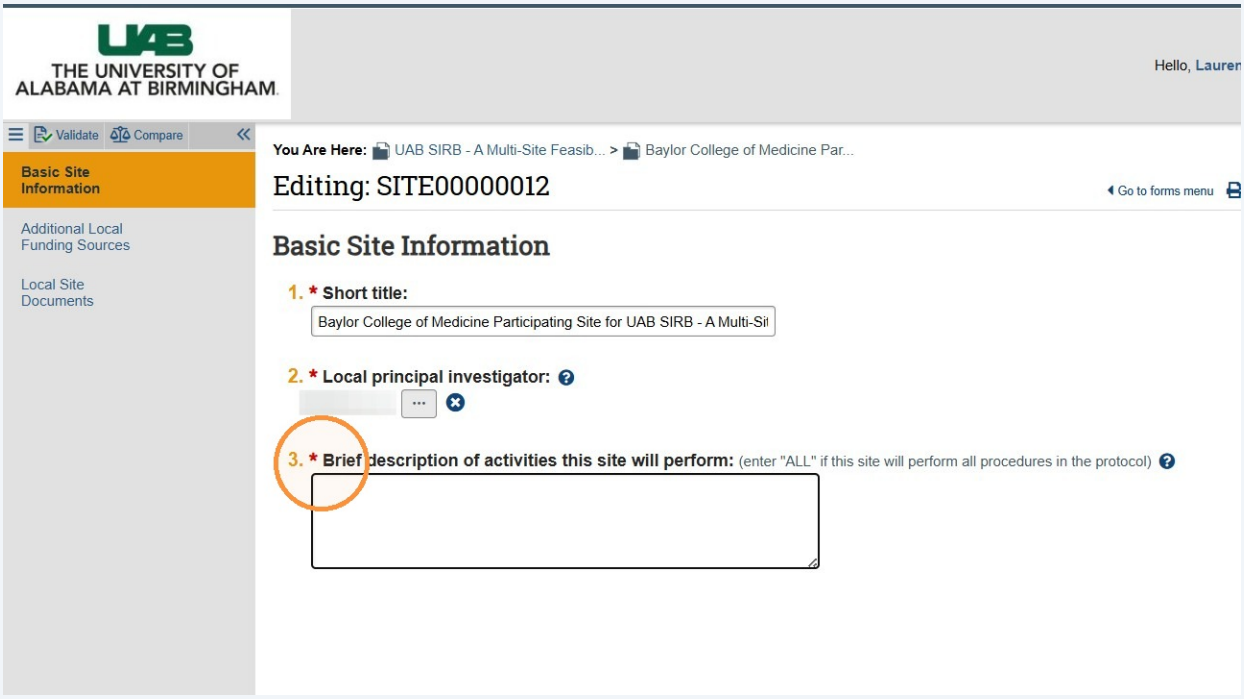
5 Select one of the sites to open the pSite record.



6 Click Edit Site to open the Site Information Smartform.

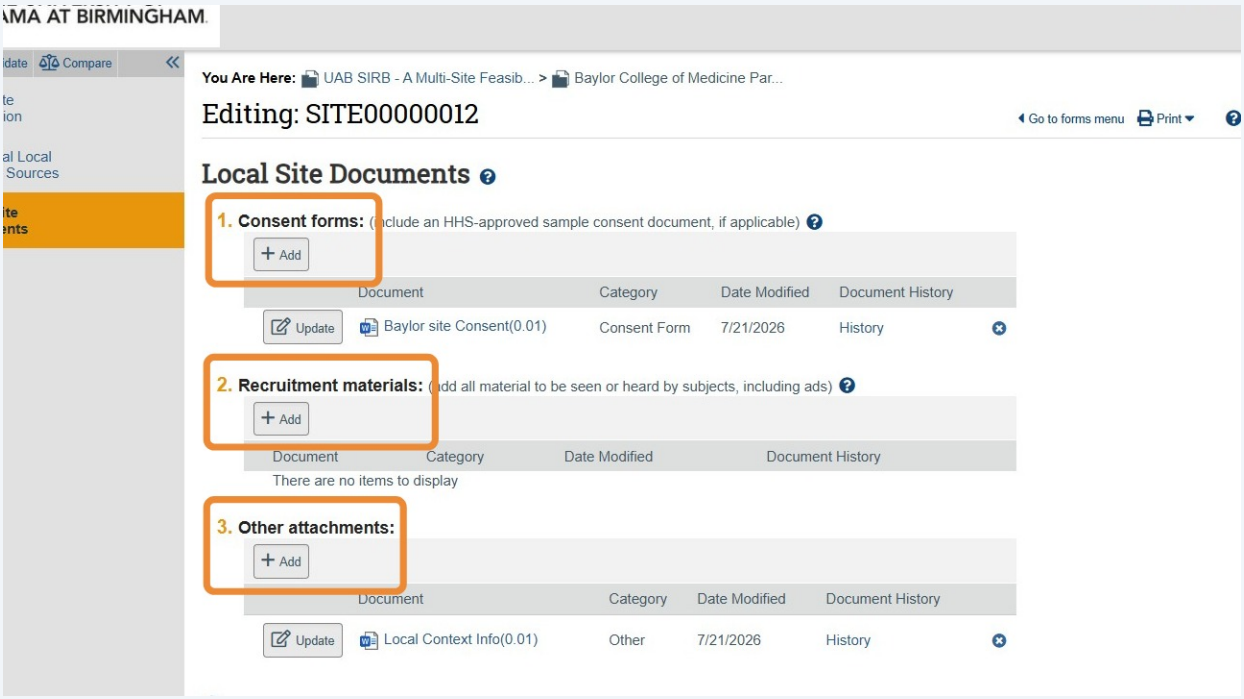


7 Add the site activities to 3. Brief description of activities this site will perform. If this site will perform all procedures in the protocol enter ALL.

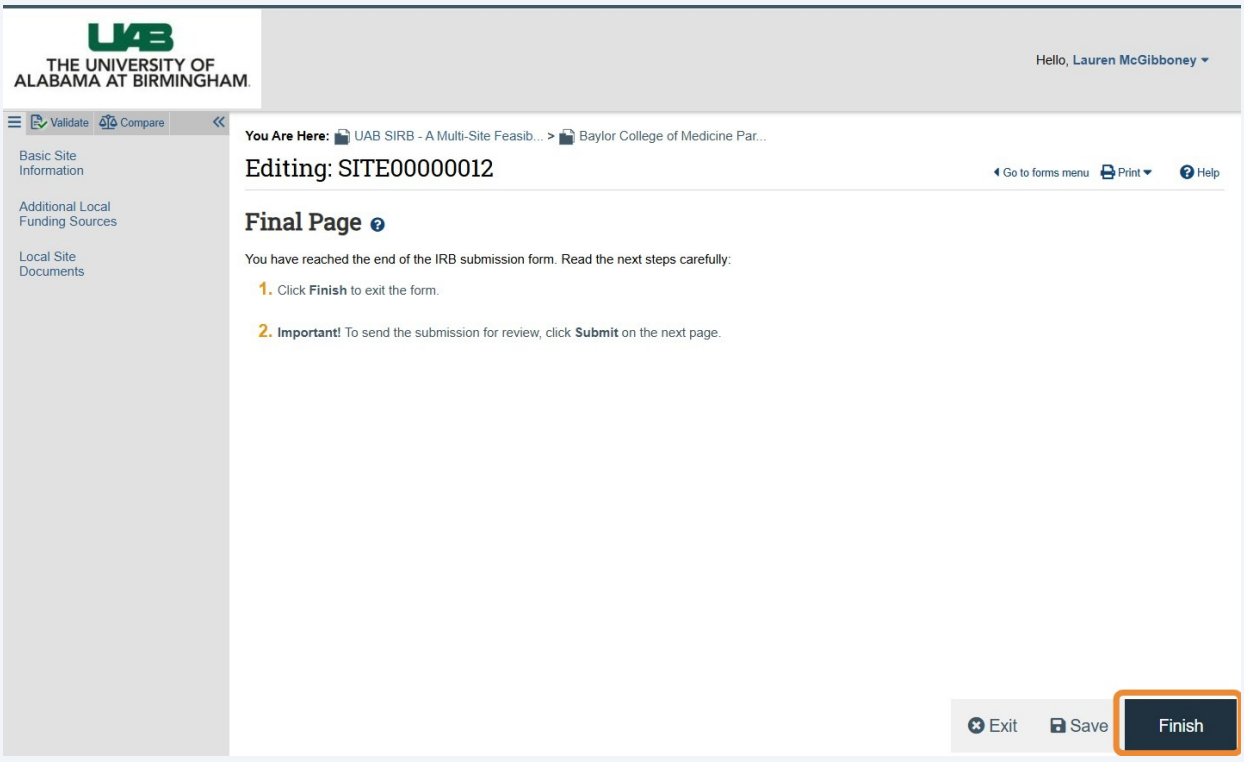


8 On the Local Site Documents: Click "Add" to upload any Site Consent forms, Recruitment materials, and Other attachments.

When you are finished. Click "OK".



9 Click "Finish"



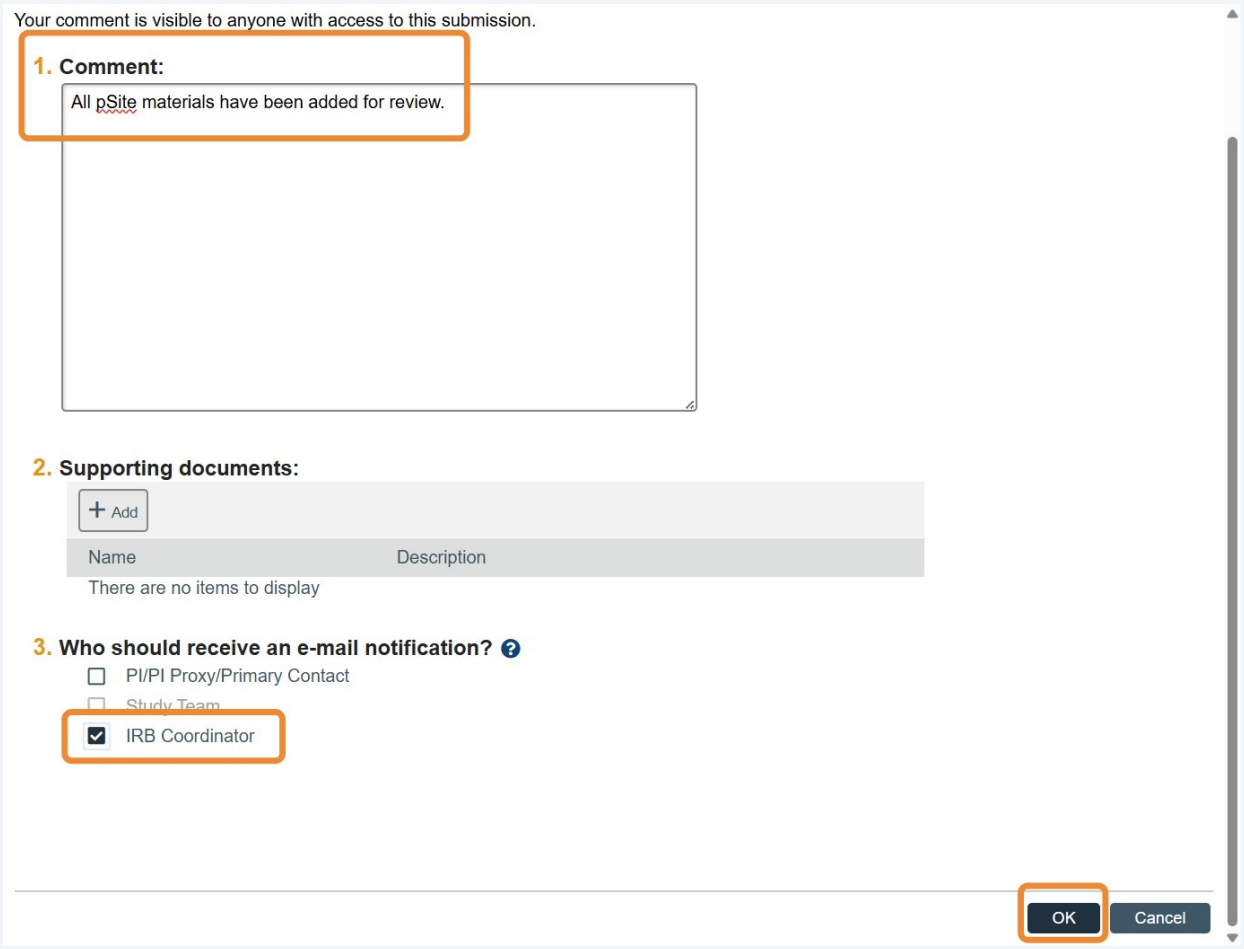
10 When all documents have been added to the pSite application, complete the "Add Comment" activity.

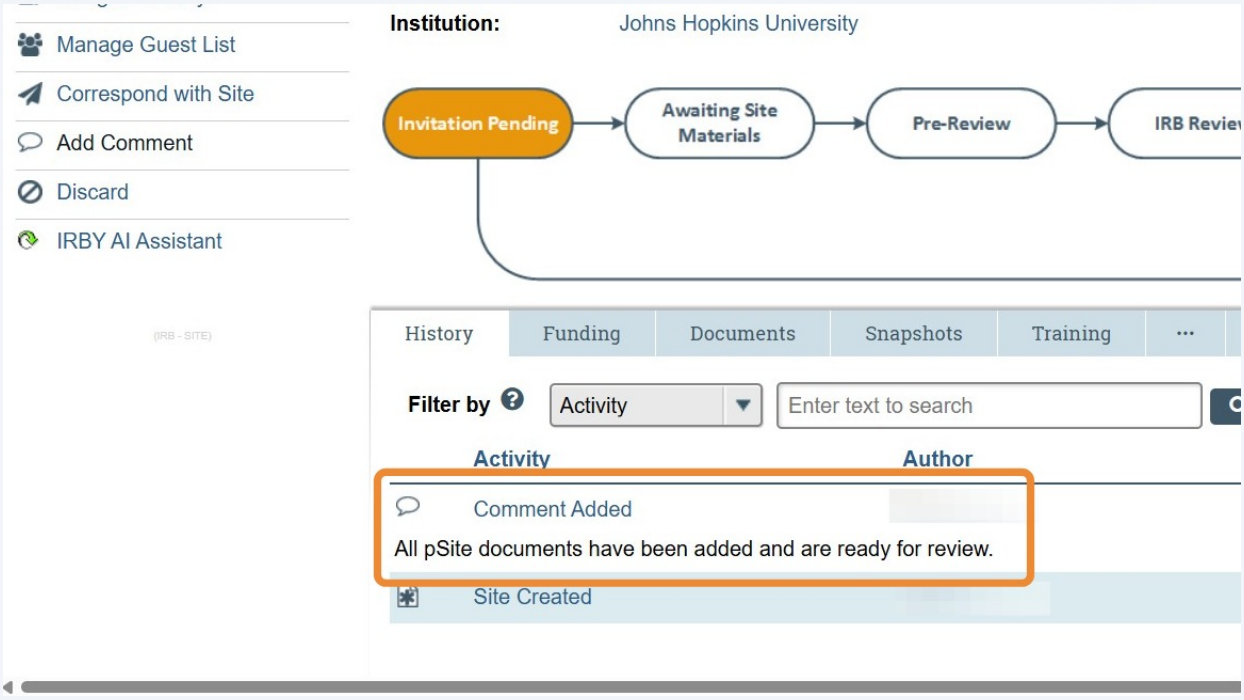
• Add “All pSite materials have been added for review.” to the Comment field.

• Select "IRB Coordinator" to receive an e-mail notification & select OK to add the comment to the record

Comment will appear in the history and the e-mail notification will allow the IRB Coordinator to know when to initiate a review of the pSite.







11 HRPP will conduct a review of the pSite materials. The status of pSites can be viewed in the Site tab of the Study record and through the pSite Workflow Map in the Site submission record.

When a pSite is approved and considered Active, a letter will be sent to the study team.

- Site tab in the Study record
- pSite Workflow Map in the Site record

