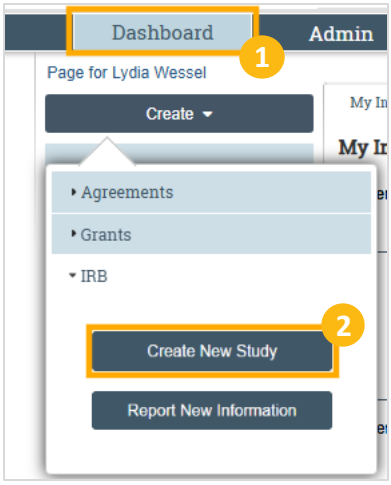
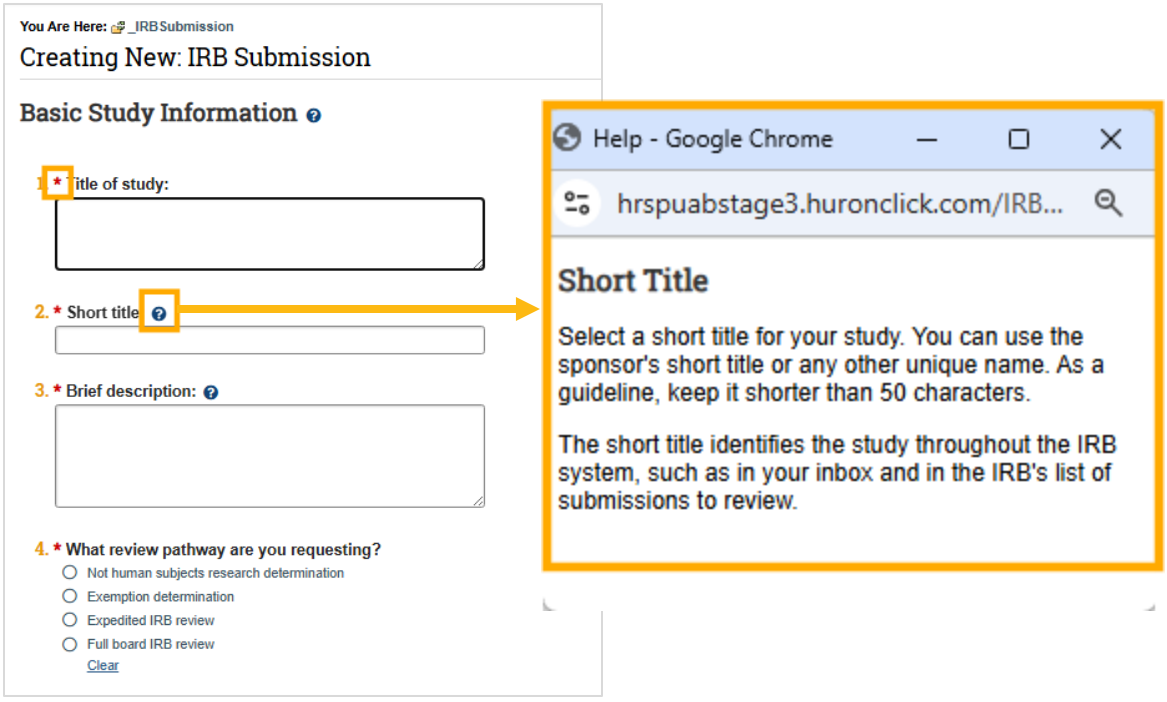
Create and Submit a Multi-Site Study

This guide explains how to create and submit a multi-site study.

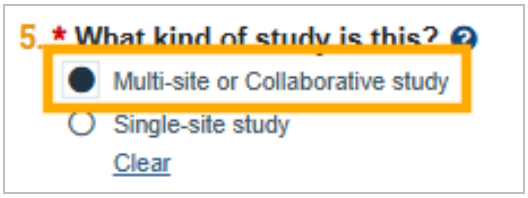
1. **From the dashboard, click the Create New Study button.**



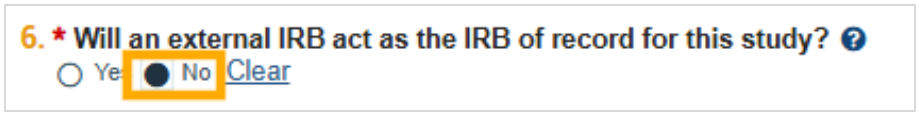
2. **Fill out the necessary fields in the smartform. Note: A red means the field is required and the question mark icon means there is help available for that field.**



3. **For the question: "What kind of study is this?" select Multi-Site or Collaborative study.**



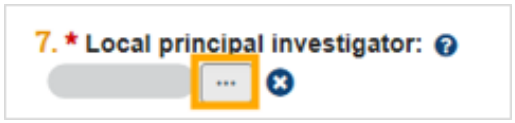
4. For the question: "Will an external IRB act as the IRB of record for this study?" click No.



5. For the question: "Will your IRB act as the single IRB of record for other participating sites?" click Yes.



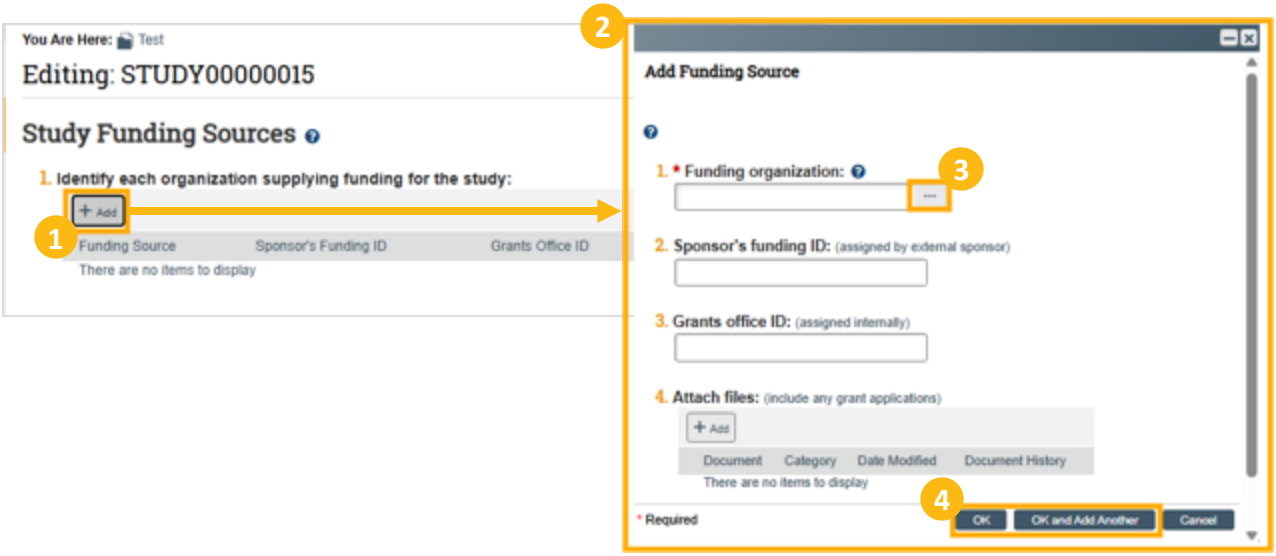
6. For question 8, "Local Principal Investigator", you will automatically be chosen as the Principal Investigator. If the PI is someone else, click the three dots to select a person.



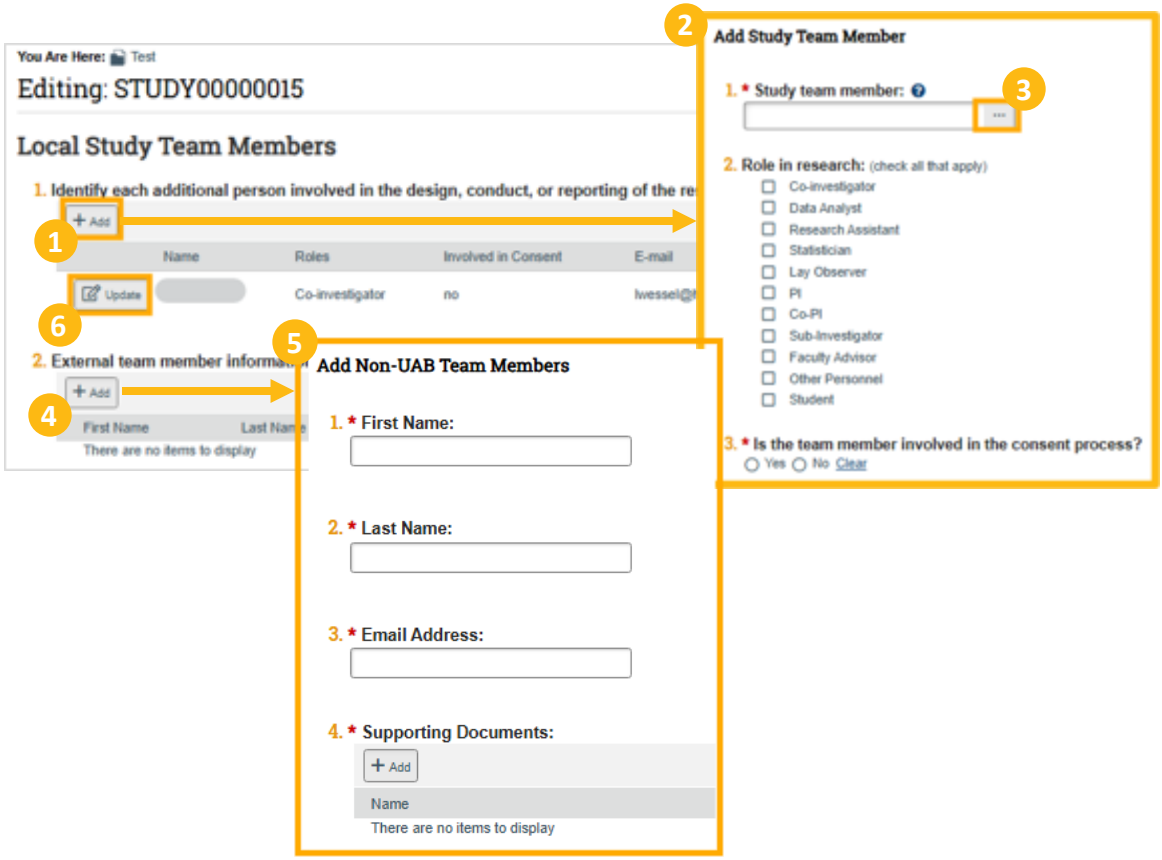
7. After completing all questions on the page, click Continue to save your answers and move to the next page.



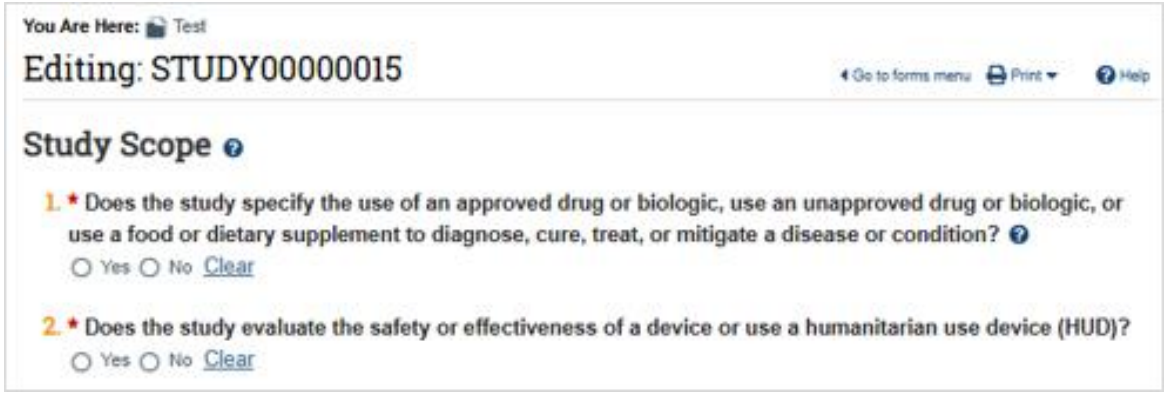
8. Identify the study's funding sources. These can be external or internal to UAB. To add the funding source, click Add and fill out the funding source information. Click on the three dots to choose from the list of organizations, fill out the remainder of the page, then click OK or OK and Add Another if you wish to add multiple funding sources. When complete, click Continue.



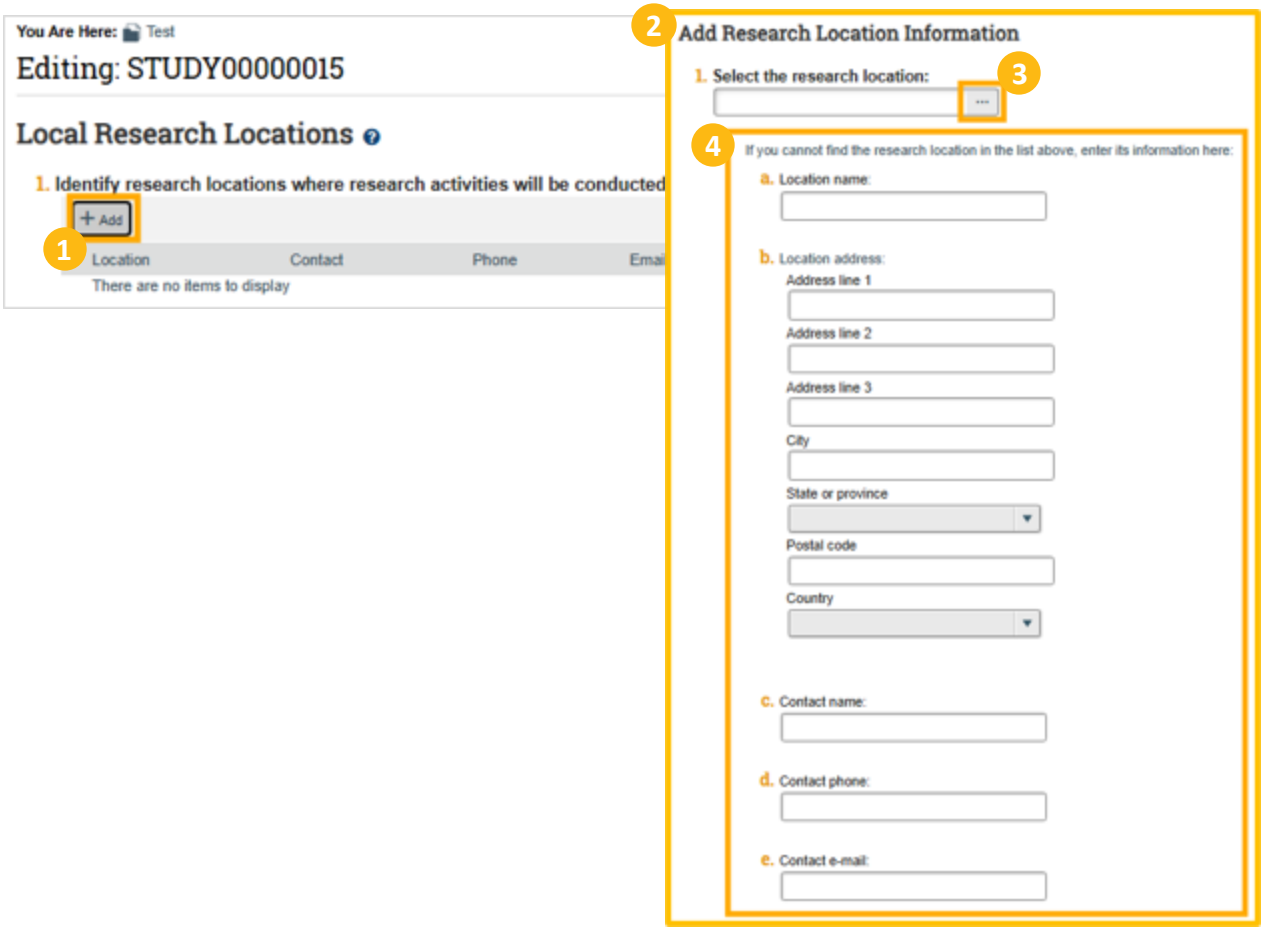
9. **Click Add to identify the local study team members. Click on the three dots to pull up the list of names to choose from. Select their role in the research and if they will be involved in the consent process. When complete, click OK or OK and Add Another to add an additional person. If you wish to add any external team members, click Add and fill out their information, then click Ok or OK and Add Another. Ensure the information is accurate and click Update to change any information. When complete, click Continue.**



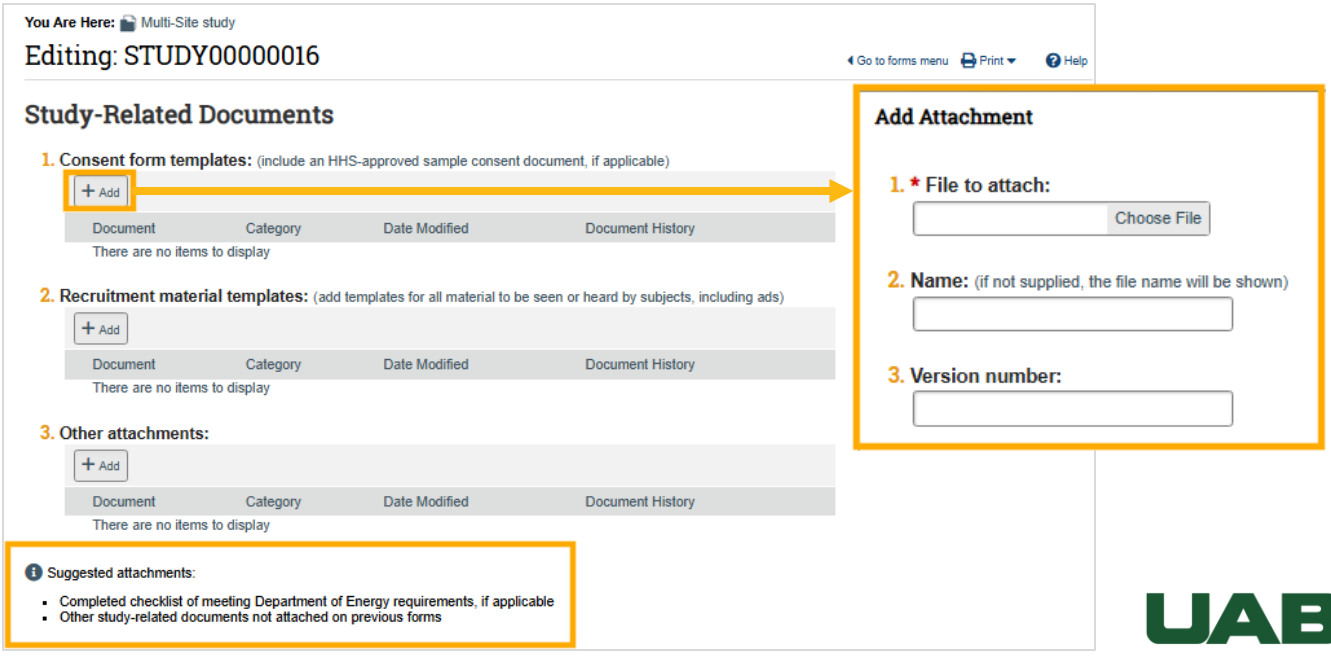
10. **On the Study Scope page, identify details of your research that may require additional information. Answering Yes will add an additional page to the study. Click Continue to move to the next page.**



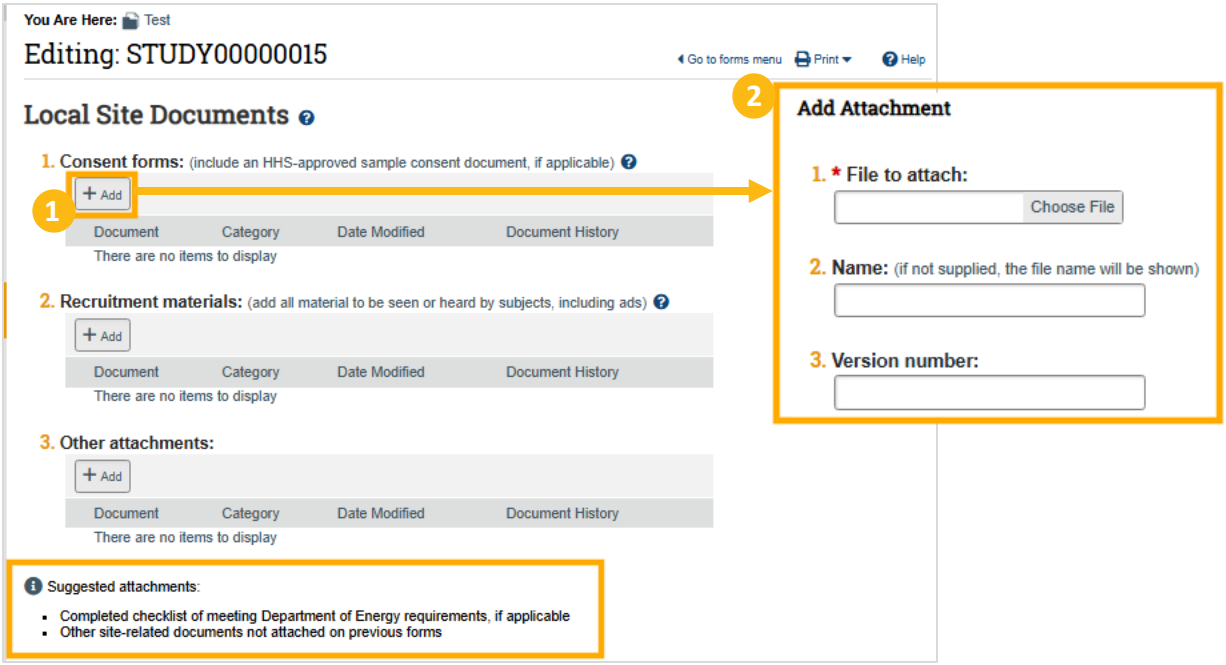
11. **On the Local Research Locations page, click the Add button to add any research locations outside of UAB where research activities will take place. Click the three dots to open the list of research locations and select one. If you cannot find the research location in the list, enter its information on this page. When complete, click OK or OK and Add Another.**



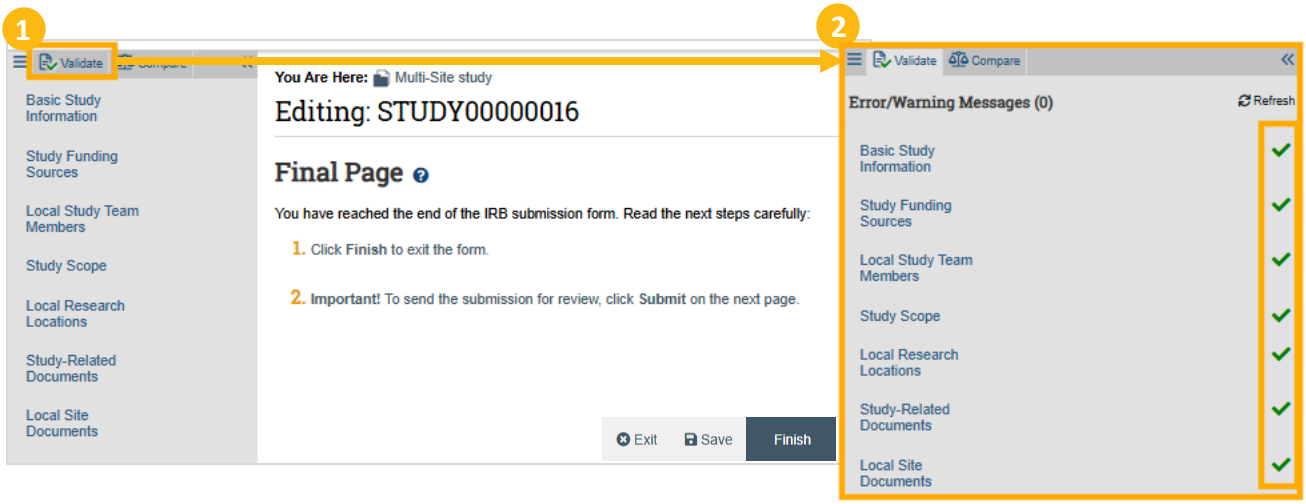
12. **On the Study-Related Documents page, attach the consent form and recruitment material templates that you expect the participating sites to use by clicking Add. See the suggested attachments section for recommendations for which checklists and documents to include. Then click Continue.**



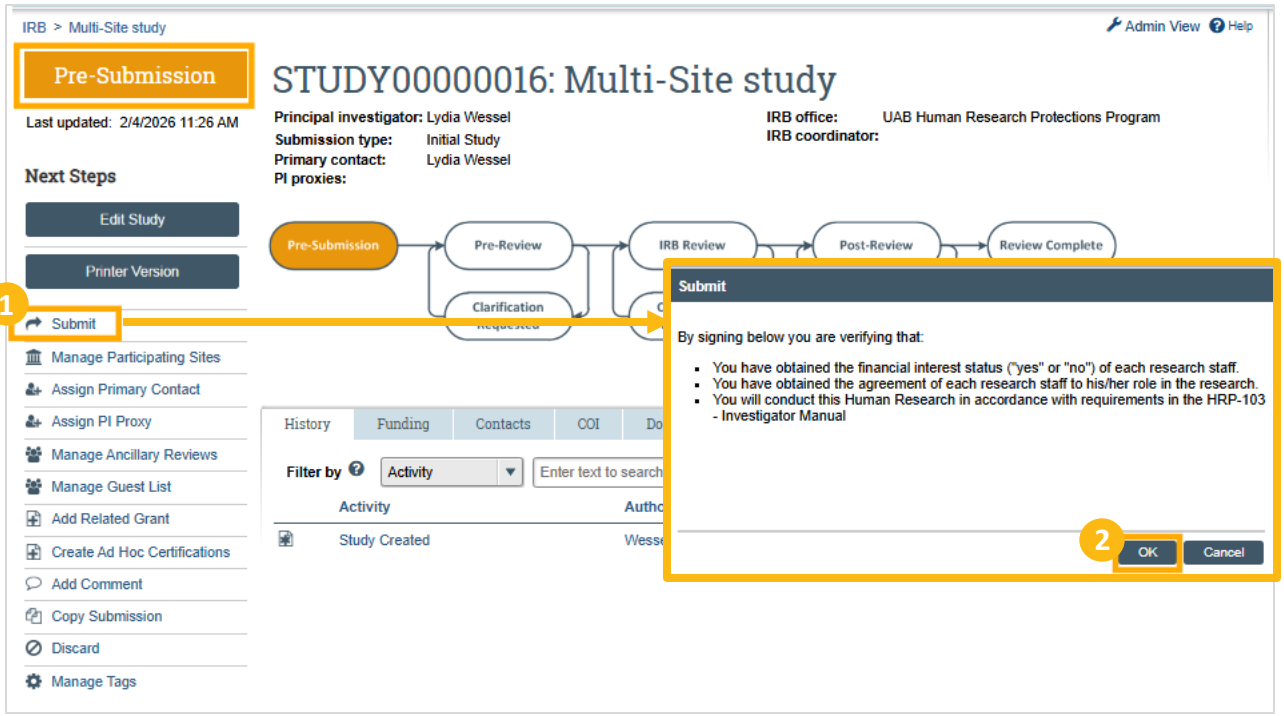
13. If your study will include consenting participants, use the Local Site Documents page to attach consent forms and recruitment materials using the Add button. You can use the template in the HRPP toolkit listed in "Suggested attachments" to make sure your informed consent complies with the Health and Human Services standards. When you've finished adding attachments, click Continue.



14. On the final page, check for errors by click Validate in the top left corner. If there is an error, you will see a red circle with a white line through it by the page where the error occurred, if there are no errors, there will be a green check mark next to the page. Once you have corrected your errors, click Save and Exit. If there are no errors to correct, click Finish.



15. **You are now taken back to the study workspace. The study is now in the Pre-Submission state. To submit the study, click Submit, read over the verification statement, then click OK.**



You have created and submitted a multi-site study. The study is now submitted and will move to the Pre-Review state.

