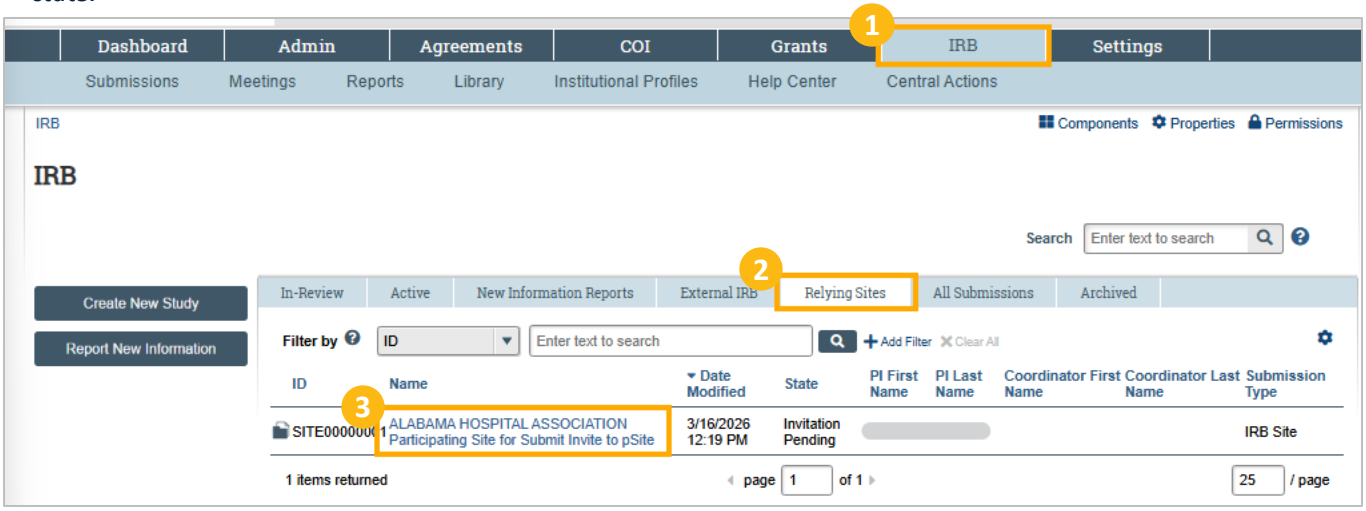
Submit an Invitation to a pSite

This guide demonstrates how to submit an invitation to a participating site. The PI has already created the study, added participating sites, and submitted the study, and the pre-review is complete. Submitting the invitation to the participating site institution, informs the participating site institution that their participation in the multi-site study has been initiated.

1. **From the IRB tab, click on the Relying Sites tab, then click on the name of the site. It will be in the Invitation Pending state.**



2. **Click Submit Invitation Decision and select Yes or No for if the site meets the criteria to participate in this research study. If you select Yes, the pSite PI and primary contacts listed in the Institutional Profile will be notified, and the reliance coordinator in the pSite system can download a local copy of the multi-site study from the IRB Exchange. If you select No, the pSite PI and primary contacts are notified and the site moves to the Inactive state.**

3. **Add any necessary comments and supporting documents, then click OK. The site is now in the Awaiting Site Materials state.**

