Multisite Research Personnel and Institutions

In an extension of the work done in IRBIS over the summer to better classify External Personnel, we have made the following changes:

- Site Liaison designation on the Project Personnel screen
- Revisions section 5, the Multi-site Study Information screen:
  - External site detail form and attached files
  - Document collection for external researchers (CV, Ethics Training, and Medical Licenses)

Site Liaison Designation

One the Project Personnel screen: Internal and External staff now have a new column in which a site Liaison, or point of contact for questions related to that research site, must be designated. This is done by indicating using the radio button option in the first column.

Independent Investigators do not have a Liaison option, as they work as individuals and are the only point of contact by default.

Multi-site Study Information page

Additionally, section 5, the Multi-site Study Information screen has been revised to better classify multi-site studies.

When UNC-CH is taking or being asked to take responsibility for the oversight of research by individuals, groups or organizations outside of UNC-CH, the sites and their related personnel indicated on the Project Personnel section will be automatically populated on this page.
Institutions and Researchers listed on this page must now be entered via the Project Personnel section earlier in the application.

First, you must **Click to add a response** for each site associated with the project. Here you will indicate if this external institution has agreed to rely on the UNC-CH IRB.

If yes, a revised version of the External site detail form is displayed to collect some basic information about the external institution:
For each site, there is now a specific spot to upload copies of Local Consent Forms, the Local Context Worksheet, and the site Agreement:

To edit the information included in the External site detail form, select the edit option on the far right.

If you wish to transition existing files from the Attachments section to the new multisite section, please contact IRBIS@unc.edu and we would be happy to assist you. Please do not move these files yourself by downloading and re-uploading, as the file history will be lost.

Document collection for external researchers (CV, Ethics Training, and Medical Licenses)

If applicable: As noted in the bottom of the External site detail form, For all external personnel, please attach a CV or resume. MD’s and other licensed healthcare professionals (e.g., NP, PA) must also attach a copy of their current medical license.

Rather than upload these documents to the Attachments section, they can now be uploaded directly for each Researcher from this page by clicking on the green icon.
The icon will now note that this attachment requirement has been fulfilled for this researcher:

If you need to upload a revised version of the CV, click on the document icon, select the current file, and choose the Replace option:

Attachments related to Independent Investigators should also be uploaded in this section, including a copy of the Confirmation Form and the Independent Investigator Agreement:

These changes will allow us to make additional refinements to the IRBIS system as we move forward. We hope that these new tools will enable you to make revisions for multi-site studies more efficiently and keep better track of all required documentations associated with these complex projects.

If you have any questions or concerns, please contact IRBIS@unc.edu