# OHIO UNIVERSITY IRB DEFERRAL PROCESS

July 1, 2020

1. The following information and documents (pdf) will be needed to complete the IRB deferral process:

Non-OU Institution IRB Approval Form Collaborator Name, Department, Address, Email, Phone, Institution Name, Institution FWA #, IRB Protocol #, and IRB Expiration Date CITI training completion report for human subjects modules Authorization Agreement (Federally Funded Research) OR Collaboration Agreement (Non-Federally Funded Research)

*Contact the Office of Research Compliance at 740.593.0664 or <u>compliance@ohio.edu</u> before beginning the deferral process for any questions regarding the required documentation.* 

- 2. Visit the OU IRB LEO System <a href="https://leo.research.ohio.edu/">https://leo.research.ohio.edu/</a>
- 3. Login using your OU ID and PASSWORD

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4. From the LEO menu bar, click on 'Compliance' and select 'IRB Application'



5. Click the 'Create Deferral' box

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6. Complete the Project Deferral Information and click 'Upload Other Institute Approved IRB Form' to upload the Non-OU Institution IRB Approval Form

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#### PLEASE NOTE:

\*Common mistakes include typos in the Project Title, Non-OU Institution Contact Information, not providing the complete mailing address (including city, state, and zip code) and the FWA #. Confirm the Project Deferral Information that you enter matches the Non-OU Institution IRB Approval exactly.

7. Click the 'Upload Other Institute Approved IRB Form' again to upload a fully executed Authorization Agreement. If the research is not federally funded, you may be permitted to upload a Collaboration agreement.

Institution FWA#:	
IRB Protocol #:	
IRB Expiration Date:	
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8. Select 'Save Data' and navigate to 'Review and Submit' on the Left Menu Bar

	Institution FWA#:			
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9. Upload a copy of your CITI training completion report. The prompt to upload the CITI training completion report is located below the Create Deferral box on the IRB Application page.

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(2) creating	New Protocol	Amendment	Periodic Review	Event Report	Deviation
(0) Revisions	Create	Create			
(0) Routing	Deferral	WIRB			
(0) Review					
(0) Approved	All personnel involved in hum	an subjects research <b>must</b> co	omplete the required CITI training	g prior to receiving approval of	a proposed
Amendments	study.				
Periodic Reviews	If you have a valid CITI trainin expires.	g Completion Report then up	pload it below. You <b>will not</b> have 1	to redo this process until your	CITI training
Event Reports	If you have never completed	CITI training then go to <u>http</u>	://www.citiprogram.org.		
Deviation Reports	<ul> <li>Select create an according to the select Ohio University</li> </ul>	ount (Register) in the blue l	box on the right (or login with y stitutions" list.	our existing username / pass	word).
(0) Closed	Enter your personal in     Select a user name a	formation.			
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(0) Expiring Soon	You will receive a confirmation	n email from citiprogram-nor	eply@med.miami.edu.		
(0) Expired	Select your course.				
	Complete the Integrit     Begin completing the	y Assurance step (read and training modules.	d select agree).		
	Once you have satisfactorily o Compliance will validate the O investigator will <b>not need</b> to	completed the required CITI completion Report and insert upload a Completion Report i	training then upload your training an expiration date into the LEO if the expiration date is still valid	g Completion Report. The Offic system. For subsequent IRB su	e of Research bmissions each
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	Browse No file selected.				

#### PLEASE NOTE

\*CITI training is required for all Deferral submissions and your submission cannot be processed without a copy of your CITI training completion report on file. You may obtain a copy of your CITI training Completion Report or complete the required human subjects training by logging in to <u>www.citiprogram.org</u>.

For more information, please visit the OU Office of Research Compliance training webpage at <u>https://www.ohio.edu/research/compliance/Training</u> or call the Office of Research Compliance at 740.593.0664.

10. Select 'Submit for Review and Approval'

SUBMIT FOR REVIEW AND APPROVAL

- 11. You will receive requests for any revisions via email from the LEO system. You will login each time to LEO to review and respond to any requests for revisions. Select 'Submit' once all responses have been entered.
- 12. A notification will be sent to you via email when the OU 'APPROVAL' has been granted for the DEFERRAL to the Non-OU Institution IRB for oversight of your research project.

### PLEASE NOTE

\*The email notification of APPROVAL is authorization from OU to transfer IRB oversight from OU to the Non-OU Institution IRB. Once you receive this approval from OU you can officially begin your research.

- 13. When your deferred study is renewed by the reviewing IRB, you will need to renew the deferral in the LEO IRB system. This is accomplished by following these steps.
  - A. Log in to the LEO IRB system.
  - B. Find the study in your tab labeled "Expiring Soon."
  - C. In the "Options" column, you will see two options, the first is "review protocol," the second is "renew deferral."
  - D. Select "renew deferral".
  - E. Enter the new IRB expiration date in the "IRB Expiration Date" field.
  - F. Upload your new IRB approval document from the reviewing institution's IRB.
  - G. Select Review & Submit.

## **QUESTIONS?**

Please contact the OU Office of Research Compliance at <u>compliance@ohio.edu</u> or call 740.593.0664.