



UMICH Single IRB Review Core Features and Guidelines

Overview

A single IRB-of-Record (sIRB) must be designated for most federally-sponsored multi-site or collaborative human research projects. If the study team wishes a U-M IRB to serve as the sIRB for a proposed project, the Principal Investigator or a designated study team member must **submit a request to their U-M IRB**, prior to proposal submission, to confirm whether IRBMED or IRB-HSBS will agree to be the single IRB-of-Record.

This sIRB request is to be submitted **during the proposal development stage** through the **UMICH Single IRB Review Core** (“sIRB Core”), an online tool within the [Michigan Research Cores \(MiCORES\)](#) platform, an Agilent/iLab® software system.

By using the sIRB Core within the recommended timeframe, this request:

- Provides key study details to the U-M IRB, and
- Accords the IRB the necessary time during the proposal development stage to validate U-M’s capacity for IRB review and ongoing oversight of the project and to determine the resources that will be needed to serve as the sIRB, and
- Enables the IRB to provide sIRB budget information, as applicable, for the proposal or pending award. (IRBMED only)



Reminder!

The recommended timeframe to request U-M be the sIRB is **at least eight (8) weeks prior to proposal (PAF) submission.**

MiCORES/iLabs Account Registration

A MiCORES/iLabs account is required to use the sIRB Core and other research service cores available on the MiCORES platform. Establishing a MiCORES account is a one-time activity. As part of registering your MiCORES account, you must **affiliate to a default “PI/Lab.”**

Principal Investigators (U-M Faculty)

You are identified as a “PI/Lab” in the MiCORES platform.

The U-M MiCORES platform administrators have already registered most U-M faculty members in MiCORES as a “PI/Lab”.

MiCORES “PI/Lab”

MiCORES is commonly used by a U-M “PI/Lab” to place orders for research services or equipment.

When using the sIRB Core you are ordering sIRB services for a proposed or active human research study on behalf of a PI/Lab.

- If you click the sign-up button on the [MiCORES webpage](#) and you already have an account, the system will automatically redirect you to your MiCORES homepage upon authentication with your username and UMICH (Level 1) password.
- If upon authenticating to MiCORES you are directed to the **iLab Account Registration** page (see image at right), do not complete the log-in process. Instead, email ilab-support@agilent.com to be added as “PI/Lab” in MiCORES.

Study Coordinators, Research Staff, Students & Trainees

As part of registering your MiCORES/iLab account (a one-time action), study team members must affiliate to a **default PI/Lab**.

On the **iLab Account Registration** page (see image above-right), enter the name of the PI on the study for which you will request sIRB services in the **PI** field.

Note: The sIRB requests you initiate will be made on behalf of your default PI/Lab listed in your MiCORES account. If you will need to submit sIRB requests for more than one PI, follow the [Request Access to a New/Additional PI/Lab](#) instructions to affiliate to additional PI/Labs after establishing your MiCORES account.

PIs/Labs are listed in MiCORES with a format of: “LastName, FirstName (Umich) Lab” (e.g., Smith, Adam (Umich) Lab). Matching values of PI/Labs in MiCORES appear in a drop down list when you start typing the principal investigator’s last name in the PI field.

If your desired “PI/Lab” is not listed, please email ilab-support@agilent.com for assistance.



The selected PI (or designee)* must approve study team member access to the “Lab” before an sIRB request can be completed for that PI/Lab. A system email will be generated from iLabsolutions.com once the PI has processed your access request.



A Student/Trainee acting as the PI on a project should not be listed as a “PI/Lab” in MiCORES.

- If you are registering in MiCORES for the first time, enter/select the name of your Faculty Advisor in the PI field.
- If you already have a MiCORES account and your default affiliation is with a faculty member who is not your Faculty Advisor, follow the [Request Access to a New/Additional PI/Lab instructions](#) to add an affiliation with your Faculty Advisor as the “PI/Lab.”

iLab Account Registration

Hello Researcher Name,
Welcome to iLab! Please choose your PI to get started!

PI: ★

First Name:

★
Last Name:

★
Email:

★
Phone number:

MiCORES Instructions

The [MiCORES Learning Site](#) (SharePoint) offers general instructional documentation and videos for new/current MiCORES users, Principal Investigators, and others. Log-in to the site with your U-M credentials.


[Create a \(MiCORES\) Account](#) (sign-up instructions)

* [Assign a Lab Manager to your MiCORES Lab](#) (for PIs, to select a designee)

[Request Access to a New/Additional PI/Lab](#) (for study team members, to affiliate to a PI/Lab in addition to the default PI/Lab in your account profile).

iLabs supports use of MiCORES on the current versions of browsers including: Chrome, Edge, Firefox, Internet Explorer, and Safari.

Accessing the sIRB Core

- 1- Go to the [MiCORES webpage](https://umich.corefacilities.org/landing/139): <https://umich.corefacilities.org/landing/139>
- 2- Click the green **login** button (top-right corner).
- 3- Click the [here](#) link under UMich User and authenticate with your U-M credentials.
- 4- From the [MiCORES homepage](#): click the Menu icon , select Core Facilities, then select UMICH Single IRB Review from the list.



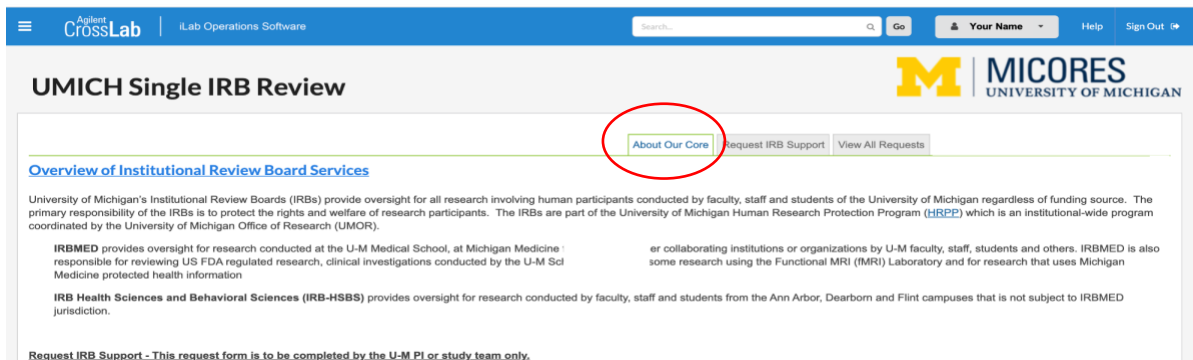
UMich user :

Click [here](#) to login or register using your institute login and password.

Note: if you access the UMICH Single IRB Review Core through the direct link <https://umich.corefacilities.org/sc/5567/umich-single-irb-review/> the sIRB Core will open upon successfully authentication.

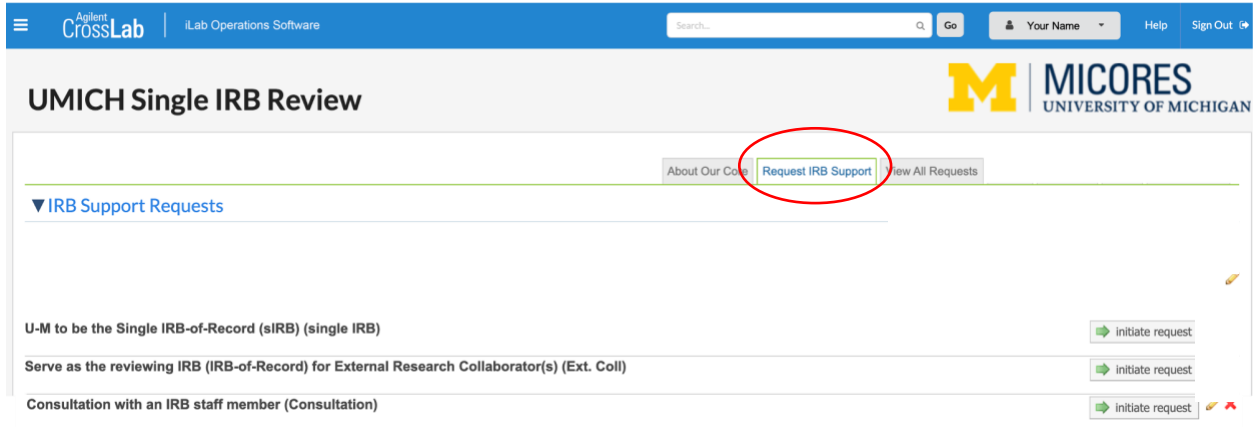
Navigating the sIRB Core

About Our Core Tab



The **About Our Core** tab describes the purpose of the **UMICH Single IRB Review** Core, lists sIRB contacts and resources, and defines the three types of IRB service requests.

Request IRB Support Tab



The **Request IRB Support** tab lists the three sIRB service request forms:

1. **U-M to be the Single IRB-of Record (sIRB)** – for multi-site studies using the same protocol (e.g., NIH multi-site studies, including clinical trials).

This form will likely be utilized most by Michigan Medicine units and/or those human subjects studies that would be under IRBMED jurisdiction.

2. **Serve as the reviewing IRB (IRB-of-Record)** – for **collaborative** research with external researchers from other institutions or those who are not affiliated with an institution with an IRB.

This form supports the establishment of agreements with external collaborators from other institutions or who are not affiliated with any institution and will likely be utilized most by units/studies under IRB-HSBS jurisdiction. The sIRB Coordinators will direct you when it's appropriate to use this form.

3. **Consultation** – to email a question to an sIRB coordinator (e.g., ask for assistance with a form or ask IRBMED to estimate sIRB costs for a research proposal's budget).

Click the applicable **Initiate Request** button to begin filling out an sIRB request form. As the requestor, you will be the primary contact for the U-M sIRB Coordinator.

Note: If you have access to more than one PI/Lab in MiCORES, you will be prompted to select the PI/Lab applicable to the request.

The screenshot shows a search form for selecting a PI/Lab. The search results show 'UMich DemoResearcher' with details like 'Admin (UMich) Lab (+2)', 'udr@umich.test.edu', 'no phone', and 'Fund ✓'. There is a 'lab' dropdown menu and a 'Cancel' button.

Submitting an sIRB Request Form

Submitting a completed sIRB Request Form is a two-step process.

1. Click the **Save completed form** button at the bottom of the form.

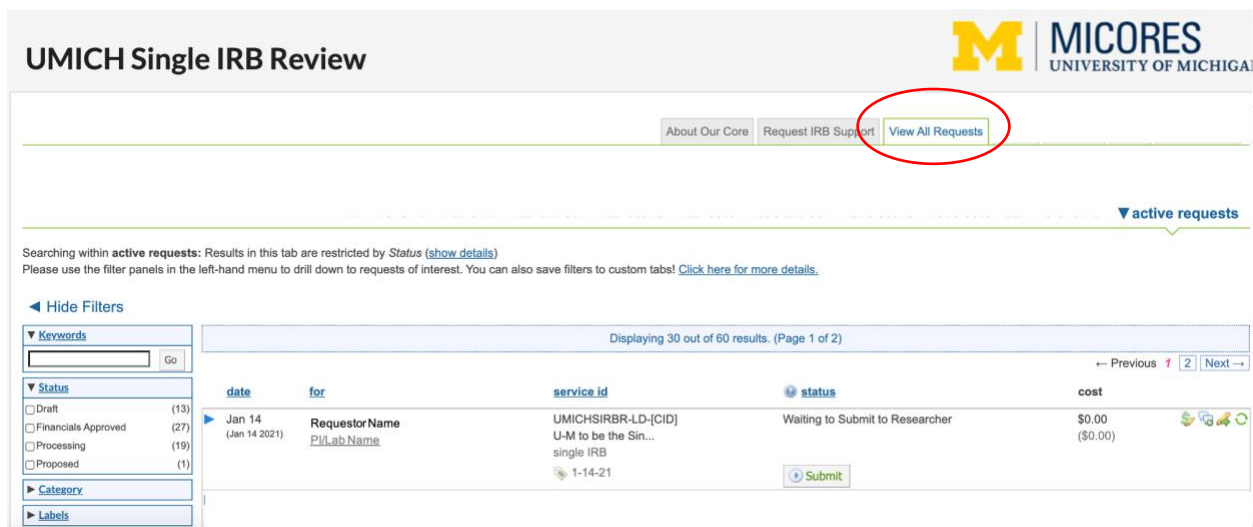


2. Click the **Submit request to core** button.



Once you submit a request form, the system automatically transfers you to the **View All Requests** tab.

View All Requests Tab

The screenshot shows the "UMICH Single IRB Review" interface. At the top right is the MICORES logo. Below it are navigation tabs: "About Our Core", "Request IRB Support", and "View All Requests" (which is circled in red). Below the tabs is a section for "active requests" with a search bar and filter options. A table displays a list of requests with columns for date, for (Requestor Name), service id, status, and cost. The first row shows a request from Jan 14, 2021, for "U-M to be the Sin...", with a status of "Waiting to Submit to Researcher" and a cost of \$0.00. A "Submit" button is visible below the first row.

date	for	service id	status	cost
Jan 14 (Jan 14 2021)	Requestor Name PI/Lab Name	UMICHSIRBR-LD-[CID] U-M to be the Sin... single IRB 1-14-21	Waiting to Submit to Researcher	\$0.00 (\$0.00)

The **View All Requests** tab lists the sIRB requests to which you have access.

- The **for** column indicates who initiated the sIRB request for the PI/Lab.
- The **status** column displays the current status of the sIRB request. Common values include, but are not limited to:
 - Waiting to Submit to Researcher (displays when the form is incomplete)
 - Waiting for Researcher Approval (displays when the PI has yet to approve the form for submission to the sIRB Core staff)
 - Waiting for Core to Begin
 - Processing (displays when the Core staff is working on the request)
- Action button display based on the form status and your role with the "Lab."

To view, edit, or finish an incomplete sIRB Request form

date	for	service id	status	cost
Jan 14 (Jan 14 2021)	Requestor Name PI/Lab Name	UMICHSIRBR-LD-[CID] U-M to be the Sin... single IRB 1-14-21	Waiting to Submit to Researcher Submit	\$0.00 (\$0.00)

Overview [edit](#)

Payment Information [update payment information](#)

Forms and Request Details (see bottom of list to add items to this request) [☰](#)

[View Form](#): U-M to be the Single IRB-of-Record (sIRB) Visible Not Started [📄](#) [📧](#) [🔄](#) [✖](#)

From the View All Requests tab, click the blue arrow next to the **date** to display more information and access a specific sIRB request form.

Click the **View Form** link under Forms and Request Details to open the sIRB request form to view, edit, or complete the form.

The type of sIRB form and its status displays. The status values are: Not Started (i.e., form saved but mostly incomplete), In Progress (i.e., form is incomplete, or completed but not submitted), and Complete (i.e., the request is submitted to the Core).