



## Creating a Single IRB Platform Account

When relying on commercial IRBs, the research team must have access to submissions submitted to the external IRB or the reliance agreement. Below is information on what information is required when creating a single IRB platform account with Advarra, WCG IRB, NMDP, NCI CIRB, and SMART IRB. For each platform, research team members will be asked to provide their first and last name, email, institutional address, and answer any additional contact information.

### Advarra

The review process for Advarra is conducted through [CIRBI](#). Prior to submission, a log in must be created by providing personal contact information.

### National Cancer Institute Central IRB (NCI CIRB) / National Marrow Donor Program IRB (NMDP IRB)

Both the [NCI CIRB](#) and [NMDP IRB](#) utilize IRB Manager to submit IRB-related forms to the IRB. Research team members will need to create an account for studies that rely on the NCI CIRB or NMDP IRB.

**Note:** Once the research team member creates their account, IRB Manager will email a temporary password. During the first log-in, the research team member will need to create a new password. If additional guidance is required when creating a profile, please reach out to your institutional Clinical Trials Office.

### SMART IRB

Research team members will need to create a personal account for studies implementing the SMART IRB Platform. A representative from the research team will be responsible for uploading pertinent study related documents.

**Note:** The home institution refers to the primary consortium site that the investigator is affiliated with. If DFCI is not the primary consortium site, then the SMART IRB account will have to be approved by the investigator's primary affiliated site IRB personnel.

### Western Copernicus Group IRB (WCG IRB)

WCG utilizes an online protocol management system named [Connexus](#). Research team members will need to create an account for studies that rely on the WCG IRB. A representative from the research team may be responsible for submitting any local submissions and uploading any study related documents in the Connexus portal.

**Note:** Once you have created a Connexus account, you may request to obtain different access privileges. OHRS recommends that at least one research team member should have managerial access to the study in the portal.