

Meriter/UW-Madison IRB Partnership

Instructions for Requesting Deferral of IRB Oversight

1. Before submitting a request to defer IRB oversight to either Meriter Hospital IRB or UW-Madison IRB, carefully review the Guidance on the Meriter Hospital and University of Wisconsin-Madison Institutional Review Board (IRB) Partnership document to determine if your research qualifies for deferral and to which IRB.
2. Once you have determined that the project qualifies for deferral and have identified the appropriate IRB to assume oversight responsibilities, a request must be made with the IRB which will serve as the IRB of Record for the project. The request should be submitted to only one IRB, following these procedures:
 - a. **Request for Meriter Hospital to assume oversight for UW-Madison:**
 - i. Log on to Meriter IRB's submission website at <https://meriter.imedris.net>. Click the *Request New Account* button.
 - ii. You will receive an e-mail in a day or two with your user name and password. Go back to the website. Under *Study Assistant* in the left navigation, click on *Add a Study*.
 - iii. The Meriter Hospital/University of Wisconsin-Madison (UW) IRB Partnership Request form will be presented to you in sections. Answer the questions. Follow the instructions on the form regarding how to submit your request.
 - b. **Request for UW-Madison to assume oversight for Meriter Hospital:**
 - i. Download and complete the Meriter Hospital/University of Wisconsin-Madison (UW) IRB Partnership Request form from the UW HS-IRB website.
 - ii. Submit one electronic copy of each of the following to irbreview@medicine.wisc.edu: 1) Completed request form 2) Consent and HIPAA authorization documents 3) Sponsor protocol, or, if not available, a study summary using the Partnership Study Summary Template and 4) Conflict of Interest Assessment form.
 - For identification purposes, please use the following subject line in your email: "*Meriter Study IRB of Record Request for [PI Name]*"
3. The request will be reviewed first by the IRB being asked to assume oversight responsibility and then, if determined to be appropriate, will be forwarded along with the supporting materials to the IRB at the deferring institution. This communication will be managed by the IRB offices; research teams do not need to do anything additional at this point.
4. The deferring institution will review the request and determine if deferral will be granted. The deferring institution will also review the protocol and consent

materials for compliance with institutional requirements. This communication will be managed by the IRB offices; research teams do not need to do anything additional at this point.

- Research teams may be contacted by the deferring IRB at this point in the process to address any institutional requirements. These include, but are not limited to, conflict of interest issues, CITI or other human subjects training requirements, or ancillary committee review requirements. The IRB contact at the deferring institution will work with research teams to resolve these issues.
5. Once institutional requirements for the deferring institution have been addressed, the IRB to which the original request was made (the IRB assuming oversight responsibility) will contact the person identified on the request form and provide instructions for formally submitting to the designated IRB.
 6. Ongoing oversight is conducted by the designated IRB. If a deferral has been granted, the IRB assuming oversight will ensure that the deferring IRB is informed of any of the following:
 - a. Serious or continuing noncompliance;
 - b. Any unanticipated problems reported to the Office for Human Research Protections, study sponsor or the FDA;
 - c. Closure of the research study
 7. The PI is responsible for following the directives and policies of the overseeing IRB, as well as those of the deferring institution, during the conduct of the study.

Helpful Tips for Research Teams

1. Do not submit a request for deferral to both UW and Meriter IRBs. Submit only once to the IRB that will likely assume oversight responsibilities. You will be informed if this request is denied by either IRB and will be given guidance as to how to proceed at that time.
2. Once you have submitted a request for deferral of IRB oversight, your contact for questions or status updates is the IRB to which the request was made (the IRB assuming oversight responsibility). Please do not contact the deferring IRB unless you are instructed to do so as this can cause confusion and delays.
3. If after careful review of the Guidance on the Meriter Hospital and University of Wisconsin-Madison Institutional Review Board (IRB) Partnership document, you are unsure if your project qualifies for deferral or which IRB would be most appropriate to assume oversight responsibility, please call the IRB of the institution at which the majority of study procedures are taking place for consultation.

Contact Information:

- Meriter IRB
[<http://www.meriter.com/mhs/hospital/trials/researchers.html>]
Contact Meriter IRB Office [lmichaels@meriter.com]

- UW-Madison HS-IRB's
[<http://info.gradsch.wisc.edu/research/hrpp/hsirbs/index.html>]
Contact UW HS-IRB Main Office: 263-2362.