

OHIO UNIVERSITY IRB DEFERRAL PROCESS

June 17, 2016

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 certificate 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 compliance@ohio.edu before beginning the deferral process for any questions regarding the required documentation.

Institutions with Current Authorization Agreements:

Cleveland Clinic Foundation	FWA00005367
OhioHealth	FWA00014752
Kettering- Grandview	FWA00000619
St. Vincent Mercy Medical Center	FWA00001831
Southern Ohio Medical Center	FWA00002833

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



Welcome to LEO the Vice President for Research electronic portal. Enter your Ohio University login and password below to gain access to LEO. If you are unable to login then please visit [OIT](#).

ORSP proudly announces an improved Award Letter notification. Now see in detail the research incentive (RI) distribution including the percentage, dollar amount, and account number. The College continues to receive the total amount associated with PI(s) RI percentage distribution, as indicated on the transmittal form. The standard distribution method is then applied to the College amount as follows: 18% VPR Investment Fund, 30% Board of Trustees approved Center (when applicable), 7% Department, 14% PI when there is a Center or 18% when there is no Center. The distribution, as approved by the transmittal form, is applied equally to each task associated with this award. If you have any questions about this notice, please do not hesitate to contact Mo Valentine at valentip@ohio.edu or call X3-0600.

Ohio ID:	<input type="text"/>	@ohio.edu
Password:	<input type="password"/>	
	<input type="button" value="Log In"/>	<input type="button" value="Clear"/>

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



5. Click the 'Create Deferral' box



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

LEO

Home Search Transmittals Compliance Extensions Awards Funding LogOut (willia9)

Deferral Info
Review & Submit

Project Title:

Ohio University Investigator Information

Name:	Lee Ann Williams
College:	
Address:	Irvine Hall 244
Phone:	(740)593-2239

Collaborator Investigator/Institution Information

Collaborator Name:	
Department:	
Address:	
Email:	
Phone:	
Institution:	
Institution FWA#:	
IRB Protocol #:	
IRB Expiration Date:	

UPLOAD OTHER INSTITUTE APPROVED IRB FORM

Save Data

PLEASE NOTE:

****Common mistakes include typos in the Project Title, Non-OU Institution Contact Information and the FWA #. Confirm the Project Deferral Information that you enter matches the Non-OU Institution IRB Approval exactly.***

- Click the 'Upload Other Institute Approved IRB Form' again to upload either an Authorization Agreement (for federally funded research) or Collaboration agreement (for non-federally funded research) with your IRB Approval Form.

Institution FWA#:	
IRB Protocol #:	
IRB Expiration Date:	

UPLOAD OTHER INSTITUTE APPROVED IRB FORM


Save Data

8. Select 'Save Data' and navigate to 'Review and Submit' on the Left Menu Bar

Institution FWA#:	<input type="text"/>
IRB Protocol #:	<input type="text"/>
IRB Expiration Date:	<input type="text"/>

[UPLOAD OTHER INSTITUTE APPROVED IRB FORM](#)

[Save Data](#)



Home Search Transmittals Compliance

Deferral Info

[Review & Submit](#)

Project Title:

Ohio University

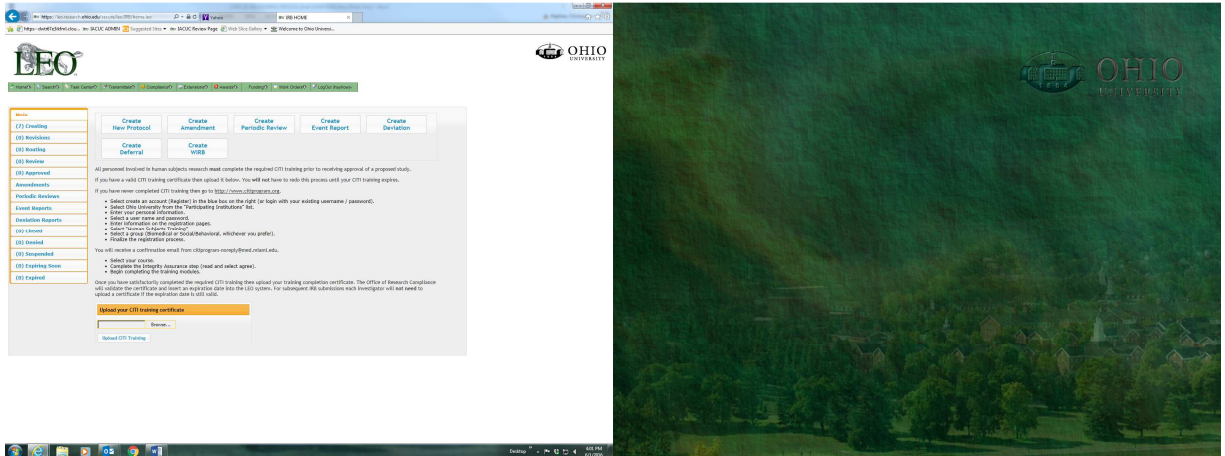
Name:

College:

Address:

Phone:

9. Upload a copy of your CITI training certificate. The prompt to upload the CITI training certificate is located below the Create Deferral box on the IRB Application page.

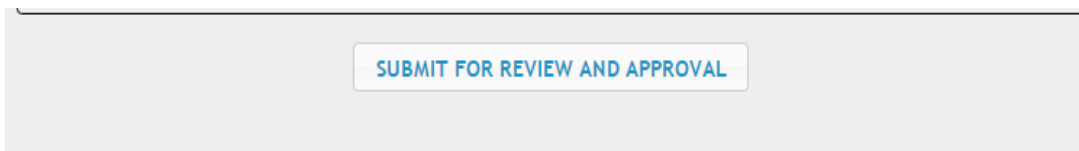


PLEASE NOTE

***CITI Training is required for all Deferral submissions and your submission cannot be processed without a copy of your CITI training certificate on file. You may obtain a copy of your CITI training or complete the required human subjects training by logging in to www.citiprogram.org.**

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

10. Select '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.

QUESTIONS?

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