

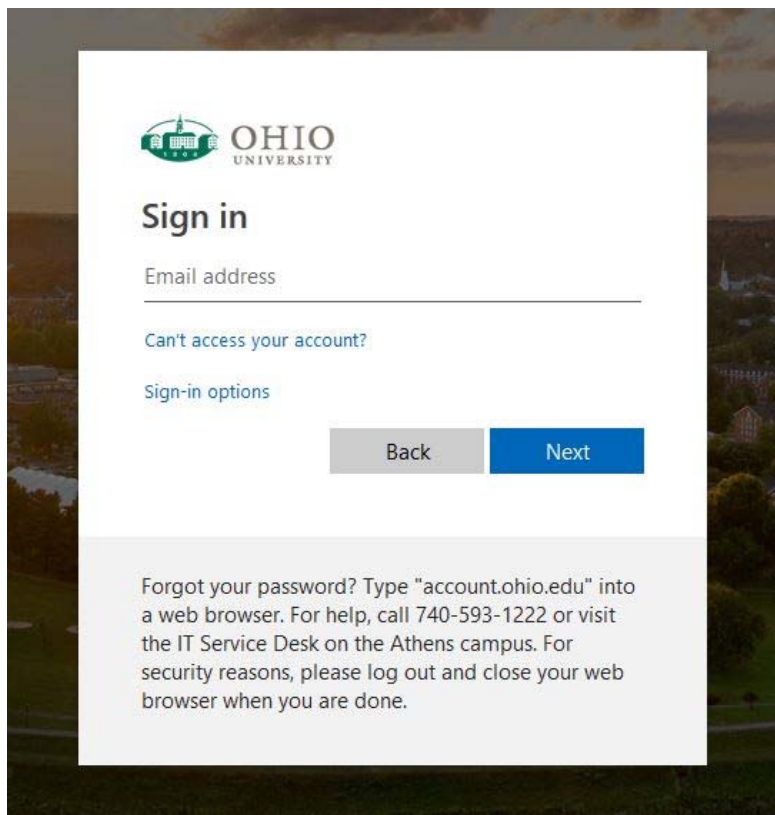
# OHIO UNIVERSITY IRB DEFERRAL PROCESS


July 1, 2019

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 [compliance@ohio.edu](mailto:compliance@ohio.edu) before beginning the deferral process for any questions regarding the required documentation.**

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



 OHIO  
UNIVERSITY

## Sign in

Email address

[Can't access your account?](#)

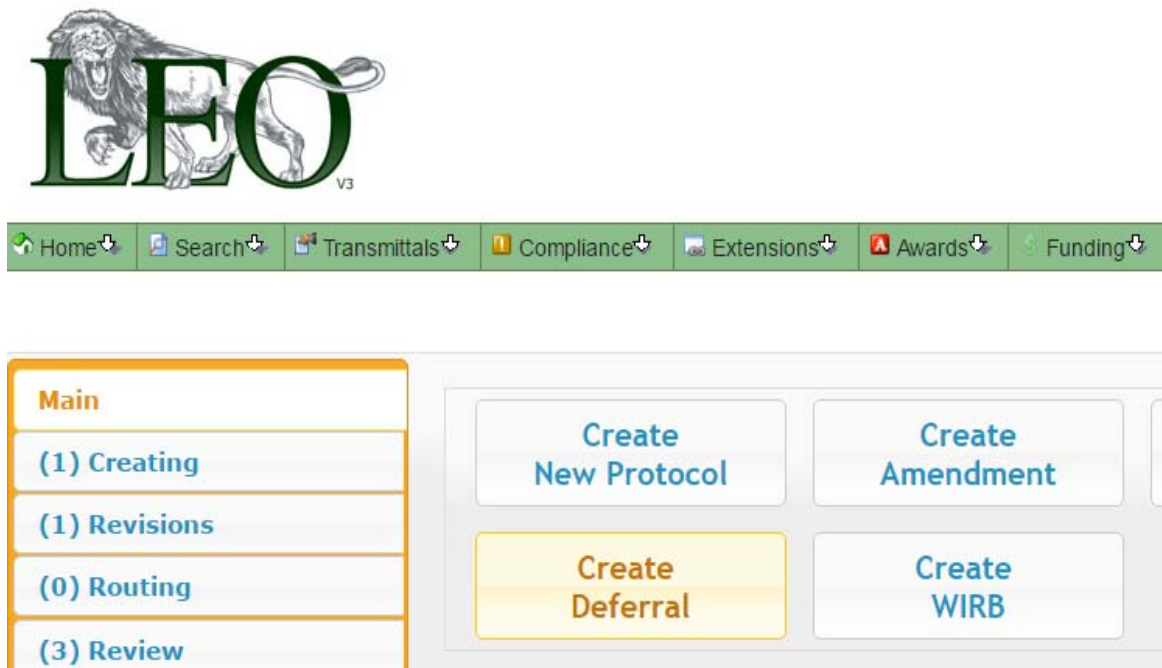
[Sign-in options](#)

Forgot your password? Type "account.ohio.edu" into a web browser. For help, call 740-593-1222 or visit the IT Service Desk on the Athens campus. For security reasons, please log out and close your web browser when you are done.

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



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<b>Deferral Info</b>	
<a href="#">Review &amp; Submit</a>	
<b>Project Title:</b>	
<input type="text"/>	
<b>Ohio University Investigator Information</b>	
<b>Name:</b>	<input type="text" value="Rochelle Reamy"/>
<b>College:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>
<b>Collaborator Investigator/Institution Information</b>	
<b>Collaborator Name:</b>	<input type="text"/>
<b>Department:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>
<b>Institution:</b>	<input type="text"/>
<b>Institution FWA#:</b>	<input type="text"/>
<b>IRB Protocol #:</b>	<input type="text"/>
<b>IRB Expiration Date:</b>	<input type="text"/>

[UPLOAD OTHER INSTITUTE APPROVED IRB 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.***

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

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

[UPLOAD OTHER INSTITUTE APPROVED IRB FORM](#)


[Save Data](#)

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

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

[UPLOAD OTHER INSTITUTE APPROVED IRB FORM](#)

[Save Data](#)



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**Deferral Info**

[Review & Submit](#)

**Project Title:**

**Ohio University**

**Name:**

**College:**

**Address:**

**Phone:**

- 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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[\(0\) Expired](#)

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All personnel involved in human subjects research **must** complete the required CITI training prior to receiving approval of a proposed study.

If you have a valid CITI training Completion Report then upload it below. You **will not** have to redo this process until your CITI training expires.

If you have never completed CITI training then go to <http://www.citiprogram.org>.

- Select create an account (Register) in the blue box on the right (or login with your existing username / password).
- Select Ohio University from the "Participating Institutions" list.
- Enter your personal information.
- Select a user name and password.
- Enter information on the registration pages.
- Select "Human Subjects Training".
- Select a group (Biomedical or Social/Behavioral, whichever you prefer).
- Finalize the registration process.

You will receive a confirmation email from [citiprogram-noreply@med.miami.edu](mailto:citiprogram-noreply@med.miami.edu).

- Select your course.
- Complete the Integrity Assurance step (read and select agree).
- Begin completing the training modules.

Once you have satisfactorily completed the required CITI training then upload your training Completion Report. The Office of Research Compliance will validate the Completion Report and insert an expiration date into the LEO system. For subsequent IRB submissions each investigator will **not need** to upload a Completion Report if the expiration date is still valid.

**Upload your CITI Completion Report**

Browse... No file selected.

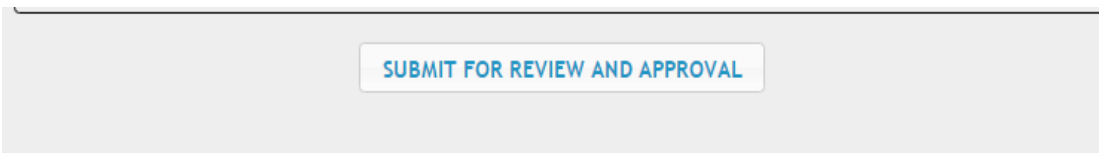
[Upload CITI Training Completion Report](#)

**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 [www.citiprogram.org](http://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.***

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 Nationwide Children's Hospital IRB.
  - G. Select Review & Submit.

## QUESTIONS?

**Please contact the OU Office of Research Compliance at [compliance@ohio.edu](mailto:compliance@ohio.edu) or call 740.593.0664.**