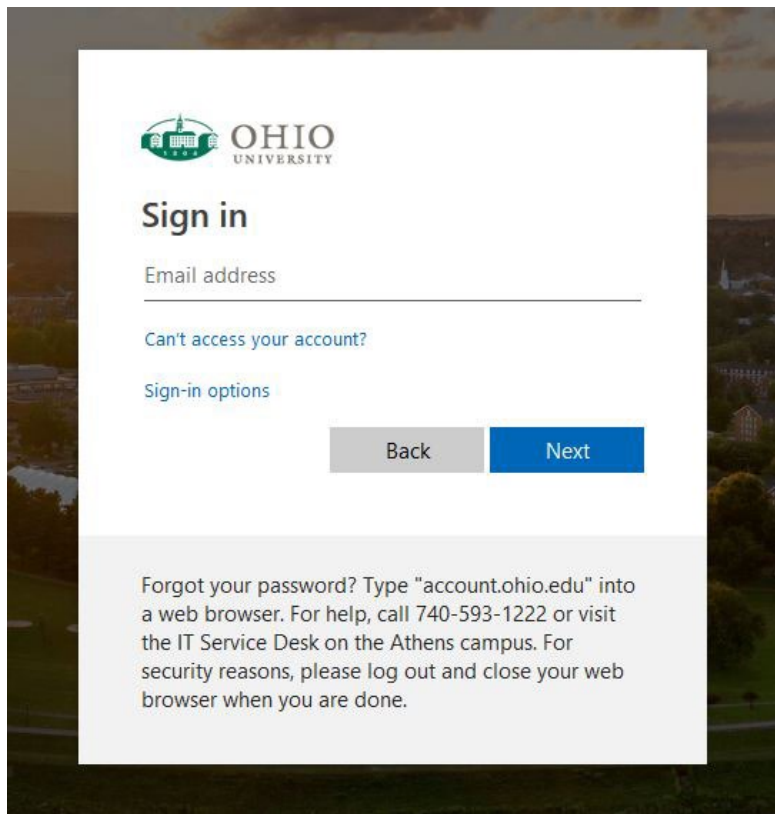


# OHIO UNIVERSITY IRB DEFERRAL PROCESS

**Contact the Office of Research Compliance at 740.593.0664 or [compliance@ohio.edu](mailto:compliance@ohio.edu) before beginning the deferral process if you have any questions regarding the required documentation.**

1. The following information and documents (pdf) will be needed to complete the IRB deferral process:
  - Non-OU Institution IRB Approval Form/Letter
  - Supplemental Form for IRB Deferral [PDF]
  - Collaborator Name, Department, Address, Email, Phone, Institution Name, Institution FWA #, IRB Protocol #, and IRB Expiration Date
  - CITI training completion report for human subjects modules
2. Visit the OU IRB LEO System <https://leo.research.ohio.edu/>



The screenshot shows a web page for signing in to the Ohio University LEO system. At the top left is the Ohio University logo, which includes a green building icon and the text "OHIO UNIVERSITY". Below the logo is the heading "Sign in". Underneath is a text input field labeled "Email address". To the left of the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom of the sign-in section are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in section is a grey box containing the following text: "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."



Home Search Transmittals Compliance Extensions

- IACUC Application
- IRB Application
- Conflict Of Interest

### LEO Alerts

View past LEO alerts.

## Transmittal System



Home Search Transmittals Compliance Extensions Awards Funding

<b>Main</b>	<a href="#">Create New Protocol</a>	<a href="#">Create Amendment</a>
<a href="#">(1) Creating</a>		
<a href="#">(1) Revisions</a>		
<a href="#">(0) Routing</a>	<a href="#">Create Deferral</a>	<a href="#">Create WIRB</a>
<a href="#">(3) Review</a>		



Home Service Center Search Transmittals Compliance Extensions Awards Funding Logout (reamy)

<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"/>
<a href="#">UPLOAD OTHER INSTITUTE APPROVED IRB FORM</a>	
<a href="#">Save Data</a>	

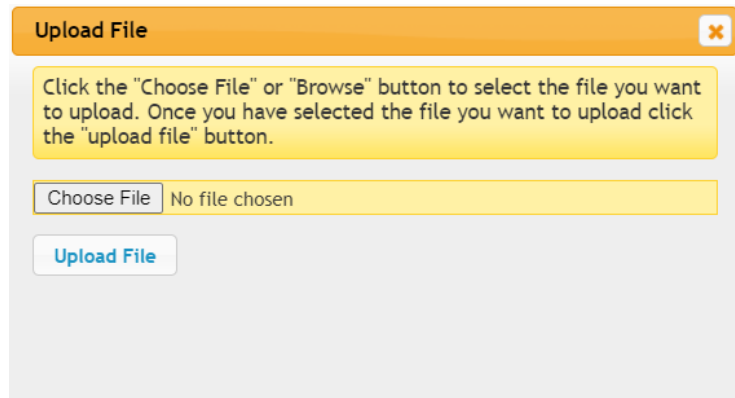
**PLEASE NOTE:**

***\*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.***

7. Complete & Upload the Ohio University “Institutional Review Board Deferral Supplemental Form”

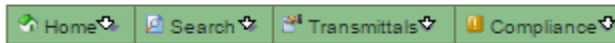
- a. To access the “Institutional Review Board Deferral Supplemental Form”, please follow the link provided: <https://www.ohio.edu/sites/default/files/2022-01/Supplemental%20Form%20for%20IRB%20Deferral%20%281%29.pdf>
- b. Complete the “Supplemental Form for IRB Deferral [PDF]” by providing the requested information in the spaces provided.

- c. You can attach the “Supplemental Form for IRB Deferral [PDF]” document to the LEO deferral webform using the “Upload Other Institute Approved IRB Form” feature.
  - i. First, select “Upload Other Institute Approved IRB Form”
  - ii. Next, select “Choose File”, and select the completed “Supplemental Form for IRB Deferral [PDF]”.
  - iii. Finally, select “Upload File”.



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"/>



<b>Deferral Info</b>	<b>Project Title:</b>
<b>Review &amp; Submit</b>	<input type="text"/>
	<b>Ohio University</b>

9. 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.

The screenshot shows the IRB Application page with a navigation menu on the left and a main content area. The navigation menu includes: Main, (2) Creating, (0) Revisions, (0) Routing, (0) Review, (0) Approved, Amendments, Periodic Reviews, Event Reports, Deviation Reports, (0) Closed, (0) Denied, (0) Suspended, (0) Expiring Soon, and (0) Expired. The main content area features buttons for 'Create New Protocol', 'Create Amendment', 'Create Periodic Review', 'Create Event Report', 'Create Deviation', 'Create Deferral', and 'Create WIRB'. Below these buttons, there is a text box with instructions: '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.  
• 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.'

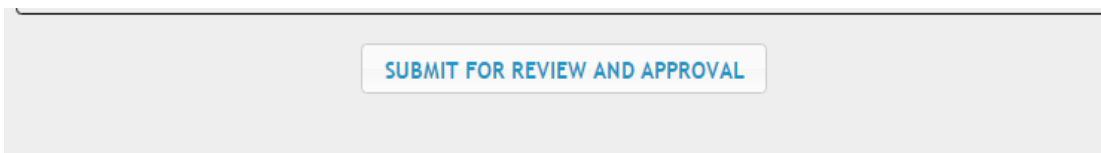
Below the text box, there is a section titled 'Upload your CITI Completion Report' with a 'Browse...' button, a 'No file selected.' message, and an 'Upload CITI Training Completion Report' button.

#### 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> 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.***

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 the reviewing institution's 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.**