

Document Title: Creating PSite Applications

A. Introduction

The purpose of this document is to help study teams create participating site (PSite) applications. U-M IRBs use a PSite application to collect information from the external sites when they are serving as the single IRB. This guidance document has been prepared jointly by the IRB-HSBS and IRBMED to summarize harmonized procedures established between the two departments.

B. Process

1. The external PI's and study team will need [friend accounts](#), to initiate this process.
2. Once each person has done that, someone with existing access to eResearch will need to create a new user in eResearch. If this step is not completed, the external individual will not be able to be "found" in any of the system's fast-find fields.
 - a. Step-by-step instructions: <https://documentation.its.umich.edu/node/1313>
3. Once that is done, the U-M study team has to go into the MSR application. Look at the bottom of the activities on the left-side of the screen. Click "Create participating site application".
 - a. This will open a new screen that will ask for the Institution and PI.
 - i. To find the Institution click the "...", it is easier to search by FWA, but the site can also be searched for by a portion of the name.
 - ii. To select a PI, start typing in the last name and then first name. Once a list comes up, ensure the correct person is selected by confirming email address. After both fields are filled, click "ok".
4. Once these steps are complete, let the sIRB team know. The IRB has the ability to send out those applications to the external sites, so the IRB will have a different activity called "Notify Participating site PI".
 - a. After the IRB office runs this activity, the system will send an eResearch email to each PI inviting the PI in the system with a direct link to log into the PSite application.
 - b. *Note:* The external PI will have to log in first to add the rest of the study team, but once they hit save, they could log out and a coordinator could fill out the rest of the 2-page application.

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