QUICK GUIDE FOR R2S STUDIES
ADDING PARTICIPATING SITES

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How to Add a Participating Site to an R2S Study in RUTH

1. Open the study
2. Click Add a Participating Site
   a. Fill out the form
   b. Use Mount Sinai as the PI (the other institutional PI will not be in the system)
   c. After the form is completed, move to the next step (there is no need to wait to complete the next step)
3. Click IRB >> Relying Sites
   a. Find the submission to add the site and open
   b. Click Edit Study
   c. Add the following documents:
      i. Site-specific ICF
      ii. SmartIRB Checklist
      iii. Local Context Survey
      iv. Email from PPHS with authorization to submit site materials