



## **Brown University IS Vendors and Platforms Approval Process**

### **Step 1: Submit a New Application to the Brown IRB**

Refer to the following resources for detailed instructions on submitting a new IRB application:

- [PI Guidance: New Submission Toolkit](#) — A comprehensive guide for accessing and creating new study submissions.
- [Investigator Manual](#) — Details on policies, procedures, and requirements for conducting human research at Brown University.

### **Step 2: OIT Office Ancillary Review**

Once the application is submitted, the OIT office will conduct an ancillary review to assess the platform or software's compliance and functionality.

### **Step 3: Contact OIT-Contract-Managers for a Security Review**

At this time, the PI or delegate can also contact [OIT-Contract-Managers@brown.edu](mailto:OIT-Contract-Managers@brown.edu) for a security review of the device/software. It is **strongly recommended** that you reach out rather than waiting for them to contact you.

### **Step 4: Establish a Professional Services Agreement (PSA)**

Establish a PSA (grants administrator help set this up).

- **Additional Information:** The [Brown University Contract Review and Strategic Procurement Process](#) outlines how contracts for goods and services are reviewed. The Brown Contract Management System (BCM) is used to create PSAs from templates provided by the Office of the General Counsel. Access to BCM requires submitting a [Help Ticket](#) and completing training in Workday Learning.