Madison Bridges

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SUMMARY

IRB and human research protections professional with four years of experience supporting reliance arrangements, multisite research, regulatory analysis, investigator guidance, and research administration. Coordinates documentation among **Principal Investigators**, study teams, **research sites**, institutional offices, legal counsel, and external IRBs. Applies federal, state, and local **human subjects research** requirements when reviewing reliance questions, assessing administrative risk, and escalating complex matters for appropriate review. Uses **Huron Click IRB**, HRPP Toolkit resources, tracking records, process metrics, and leadership reports to support consistent service. Develops practical guidance, delivers training, and explains electronic application expectations through clear written, telephone, and meeting based communication. Career growth reflects increasing ownership of reliance workflows, stakeholder consultation, process analysis, and special projects in fast paced research environments. Brings sound judgment, ethics, adaptability, and customer focused collaboration to reliable human research oversight.

EXPERIENCE

IRB Reliance Specialist

January 2025 - Present

Great Lakes Academic Research Center

Evanston, Illinois

Owns reliance intake and coordination for multisite human subjects studies, supporting investigators, research sites, **external IRBs**, legal counsel, and **research leadership** through documented workflows, regulatory review, training, reporting, and risk escalation.

- Coordinated multisite reliance intake in **Huron Click IRB**, reducing incomplete routing through focused document review.
- Advised **Principal Investigators** on electronic applications, translating reliance requirements into clear submission steps.
- Partnered with institutional counsel on reliance terms, documenting decisions and communicating approved conditions.
- Tracked reliance volume and agreement status, giving leadership practical data for workflow improvements.
- Trained coordinators and investigators on external IRB duties, reliance procedures, and guidance resources.
- Evaluated unusual reliance cases against human subjects protections, escalating complex risk decisions to **IRB leadership**.

IRB Regulatory Coordinator

July 2023 - December 2024

Metro Research Compliance Partners

Chicago, Illinois

Managed regulatory documentation and consultation for **human subjects research** portfolios, supporting external IRB coordination, investigator communication, reference resources, compliance reporting, and timely resolution of submission questions.

- Organized submissions and approval records, preserving complete review histories for research portfolios.
- Reviewed submissions against federal, state, local, and institutional requirements, flagging missing information for investigators.
- Verified site duties and agreement status before routing external IRB materials for senior review.
- Created investigator reference materials that clarified recurring submission requirements and regulatory questions.
- Prepared status reports from case data, separating routine issues from matters needing regulatory **judgment**.
- Consulted with research teams by phone, email, and meetings during demanding study timelines.

Human Research Protection Coordinator

October 2022 - June 2023

Prairie Clinical Research Institute

Naperville, Illinois

Supported IRB administration for clinical and behavioral research, maintaining regulatory records, tracking submissions and deadlines, researching requirements, drafting correspondence, and building independent case review capability.

- Maintained regulatory files and submission records from intake through documented review outcomes.
- Screened study materials for completeness, routing consent and site questions to experienced reviewers.
- Researched human **research regulations** and institutional guidance for staff consultation notes.
- Tracked study actions and deadlines, supporting workload planning and researcher follow up.
- Drafted correspondence that clarified documentation needs and procedural next steps for **study teams**.
- Built electronic IRB proficiency through case review, staff **coaching**, and independent assignments.

PROJECTS

Multisite Reliance Workflow Review 2025

Mapped intake, agreement, documentation, and escalation steps for multisite reliance cases. Findings supported clearer routing, practical guidance, and more consistent communication with study teams.

Researcher Guidance Resource Set 2024

Created concise reference materials for recurring submission questions, external IRB duties, and electronic application expectations. Resources gave investigators a clearer starting point for compliant submissions.

LEADERSHIP & AWARDS

- Certified IRB Professional recognition earned in 2025 after progressive work in human research protections.
- Selected to support reliance training and practical guidance for investigators, coordinators, and IRB colleagues.
- Entrusted with leadership reporting that connected case data with workflow improvement priorities.

EDUCATION

Bachelor's Degree in Public Health 2022

University of Illinois Chicago GPA: 3.7 *Chicago, Illinois*

Coursework: *Human subjects research, health policy, biostatistics, research ethics*

CERTIFICATIONS

- Certified IRB Professional 2025
- CIP and CIM Certification Eligibility 2026

TECHNICAL SKILLS

- **IRB Systems:** Huron Click IRB, HRPP Toolkit, electronic IRB applications
- **Regulatory Frameworks:** Federal regulations, state requirements, local requirements
- **Reliance Administration:** Reliance agreements, external IRBs, multisite research
- **Research Protection:** Human subjects protections, informed consent, risk assessment
- **Reporting Tools:** Process metrics, status reports, leadership reporting
- **Documentation Systems:** Regulatory files, approval records, submission tracking
- **Communication Tools:** Email consultation, telephone consultation, professional meetings
- **Training Methods:** Investigator training, coordinator training, staff coaching
- **Legal Coordination:** Institutional counsel, legal requirements, agreement terms
- **Process Improvement:** Workflow analysis, issue tracking, service quality
- **Research Operations:** Study teams, research sites, Principal Investigators
- **Compliance Review:** Administrative review, regulatory review, escalation

SKILLS

- IRB Reliance
- Human Subjects Research
- Research Compliance
- Reliance Agreements
- Multisite Research
- Risk Assessment
- Regulatory Analysis
- Huron Click IRB
- HRPP Toolkit
- Report Writing
- Training
- Process Improvement
- Stakeholder Communication
- External IRBs
- Time Management

PROFESSIONAL AFFILIATIONS

- Human research protections professional community participant focused on regulatory practice and peer learning.
- Research compliance network contributor sharing practical guidance on reliance administration and investigator service.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST