

Madison Bridges

IRB Reliance Analyst

📞 (847) 555-3164

✉️ madison.bridges@example.com

🌐 linkedin.com/example/madisonbridges

📍 Evanston, IL 60201

STRENGTHS

- 👥 **Reliance Coordination**
Guided multisite submissions from intake through agreement review. Teams gained clearer next steps, and recurring routing questions became easier to resolve.
- ⚖️ **Regulatory Judgment**
Compared study circumstances with applicable requirements, then escalated unusual matters. Reviewers received focused context instead of scattered questions.
- 🗨️ **Researcher Guidance**
Turned complicated submission expectations into usable instructions. Investigators had a practical starting point when timelines felt tight.
- ♥️ **Process Analysis**
Tracked case stages and recurring issues for leadership. Data helped colleagues spot bottlenecks and choose sensible workflow changes.
- 👤 **Collaborative Service**
Worked across counsel, investigators, sites, and IRB staff. People often returned for clear answers and steady follow through.

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

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

Great Lakes Academic Research Center 📅 January 2025 - Present 📍 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

Metro Research Compliance Partners 📅 July 2023 - December 2024 📍 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

Prairie Clinical Research Institute 📅 October 2022 - June 2023 📍 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.

Stakeholder Communication

External IRBs Time Management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● IRB Reliance Specialist at Great Lakes Academic Research Center (1.7 Years)

● IRB Regulatory Coordinator at Metro Research Compliance Partners (1.4 Years)

● Human Research Protection Coordinator at Prairie Clinical Research Institute (8 Months)

- 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

University of Illinois Chicago 🎓 GPA: 3.7 📅 2022 📍 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST