



VA Innovation Research Review System (VAIRRS)

Monthly Webinar

May 24, 2022



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U.S. Department of Veterans Affairs
Office of the Secretary
Secretary's Center for Strategic Partnerships

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U.S. Department of Veterans Affairs
Veterans Health Administration
Office of Research & Development

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U.S. Department
of Veterans Affairs



- ✓ A recording of this session and the associated handouts will be available on ORPP&E's Education and Training website approximately one-week post-webinar
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- Event Password: ORPP&EWebinars1



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U.S. Department
of Veterans Affairs

Contents

- Welcome
- Announcements
- IRBNet Basics for Investigators

Presented by Angela Foster, Program Manager, Enterprise Research Data Systems, Office of Research Protections, Policy, and Education (ORPP&E)



IMPORTANT ANNOUNCEMENTS



Project Cover Sheet Wizard

Project Cover Sheets must be completed for all new study applications, when changes to a study require prior PCS submissions to be updated (e.g., change to PI), and for all active studies transitioned to IRBNet.

IRB Information Sheet Wizard

IRB Information Sheets must be completed for all new study applications submitted to an IRB (internal or external) and for all active human subjects research transitioned to IRBNet.

*Subscribe to the **VAIRRS Newsletter** and **VAIRRS Program Update** to keep up with important announcements and program updates. <https://www.research.va.gov/programs/orppe/vairrs/default.cfm>*



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IRBNet Basics for Investigators



Angela Foster

Program Manager, Enterprise Research Data Systems
Office of Research Protections, Policy, and Education (ORPP&E)

Tuesday, May 24, 2022



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U.S. Department of Veterans Affairs
Office of the Secretary
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U.S. Department of Veterans Affairs
Veterans Health Administration
Office of Research & Development

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of Veterans Affairs

IRBNet Basics for Investigators

- Accessing and Enrolling in IRBNet*
- User Profile*
- My Projects*
- Project vs Package*
- Creating a New Project/Package*
- Revising a Package/Response Package*



What is VAIRRS?

- VA Innovation Research Review System

- IRBNet: <https://gov.irbnet.org/release/index.html>
- VAIRRS Website: <https://www.research.va.gov/programs/orppe/vairrs/default.cfm>
- VAIRRS SharePoint Portal: <https://dvagov.sharepoint.com/sites/VHAORPPE/VAIRRS>
- Power BI Dashboards



The collage shows three overlapping screenshots of the VAIRRS system interface:

- Top Left:** A navigation menu for the Office of Research & Development, listing various research areas like COVID-19, ORPPE, and Animal Research.
- Bottom Left:** A map of the United States with colored dots indicating project locations across various states.
- Right:** A SharePoint document list for 'Training Energizers' with columns for Name and Modified date.

Category	Count
Active Projects	993
Projects Related to COVID-19	18
Projects w/More than Minim...	53

Name	Modified
ISSO and PO Energizer	March 11,
Research Staff Cheat Sheets	May 20, 20
Researcher Energizers	March 10,

IRBNet Basics for Investigators

Accessing and Enrolling in IRBNet



Accessing IRBNet

- Website address: gov.irbnet.org
 - PIV log-in
 - Accessible from outside the VA network



The screenshot shows the IRBNet login interface. At the top, it features the 'wgc IRBNet' logo and the text 'Welcome to IRBNet'. Below this, there is a link for users not registered yet. The main login area includes a 'Continue' button and a 'Prefer to log in with your PIV card?' option. A notice at the bottom states that the system processes U.S. Government information and is for authorized personnel only.

wgc IRBNet

Welcome to IRBNet

Not registered yet? [Register Now](#) to get started!

If you have already registered on IRBNet GovCloud you can log in here.

Prefer to log in with your PIV card?
(You must be logged in to your Agency network.)

Forgot your Username or Password?
[Click here](#) for help.

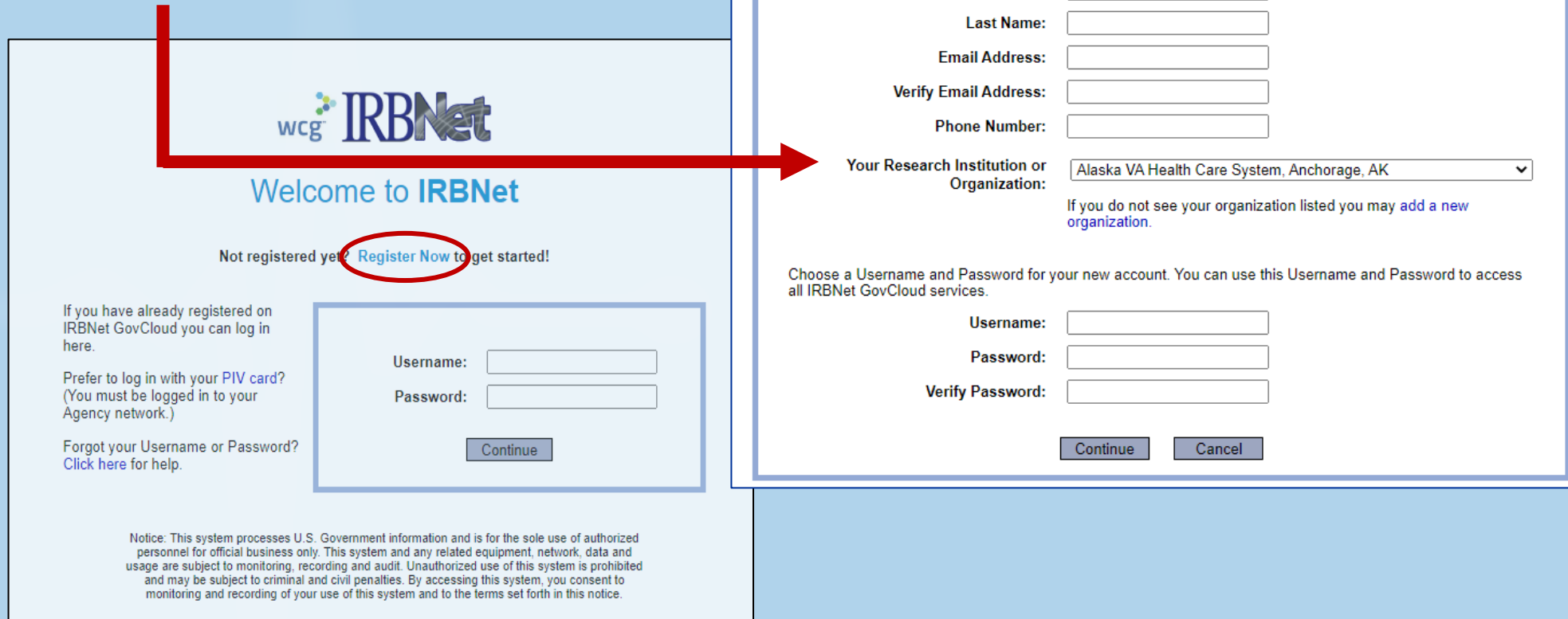
Username:

Password:

Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to monitoring, recording and audit. Unauthorized use of this system is prohibited and may be subject to criminal and civil penalties. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set forth in this notice.

Enrolling in IRBNet

- All VA facilities are listed in affiliation section



wcg IRBNet

Welcome to IRBNet

Not registered yet? [Register Now](#) to get started!

If you have already registered on IRBNet GovCloud you can log in here.

Prefer to log in with your PIV card? (You must be logged in to your Agency network.)

Forgot your Username or Password? [Click here](#) for help.

Username:

Password:

First Name:

Last Name:

Email Address:

Verify Email Address:

Phone Number:

Your Research Institution or Organization:

If you do not see your organization listed you may [add a new organization](#).

Choose a Username and Password for your new account. You can use this Username and Password to access all IRBNet GovCloud services.

Username:

Password:

Verify Password:

Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to monitoring, recording and audit. Unauthorized use of this system is prohibited and may be subject to criminal and civil penalties. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set forth in this notice.

IRBNet Basics for Investigators

Accessing and Enrolling in IRBNet

User Profile



User Profile – Add Affiliations

Manage Your User Profile

You may access this page at any time to update your account information, change your password, manage your affiliations and external accounts, and manage your Training & Credentials records.

User Account Information and Password [\(Edit\)](#)

Username	vacirblocal2
First Name	Elizabeth
Last Name	Researcher

Affiliations

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

[Add an Additional Affiliation](#)

Researcher at Localton VA Medical Center, Localton, LA [\(Edit\)](#) [\(Deactivate\)](#)

Email	vacirblocal2@mailinator.com
-------	-----------------------------

External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet. [Learn More](#)

[Add an External Account](#)

There are currently no external accounts in your profile.

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

[Add a New Training & Credentials Record](#)

IRBNet supports multiple VAMC affiliations



User Profile – External Accounts

External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet.

[| Learn More |](#)

[▶ Add an External Account](#)

Add External Account

Please provide your external account information.

Account Type:

CITI Member ID:


* Your CITI Member ID is the 5 to 8-digit number shown at the top of the page when you log in to your CITI account.


Continue


Cancel

Documents > Training Energizers > Researcher Energizers

 Name ▾

 IRBNet Training Energizer - Researcher 1.pdf

 IRBNet Training Energizer - Researcher 2.pdf

 IRBNetNotes-Training_and_Credentials.pdf

VAIRRS SharePoint – *Researcher Energizers*

User Profile – Training and Credentials

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once added to your profile, your training and credentials can be easily linked to your projects from the Designer, are accessible by your project teams and can be quickly accessed and tracked by the boards that review your projects. Some boards also permit you to directly submit your training and credentials without requiring you to link these records to specific projects.

[Add a New Training & Credentials Record](#)

Add New Training & Credentials

Profile Owner: Adam Researcher (PI)

IRBNet helps you maintain the history of each of your Training & Credentials records as you add new versions. When you add a new version of a record, it is automatically grouped together with the previous versions of your record within the Document History. For example, you can have your updated training certificate automatically grouped together with your previous expired certificates for the same training course so that you can easily see the history of your course certifications. Similarly, you can have your updated resume automatically grouped together with the previous versions of your resume so that you can easily see the history of the resumes you have used over time.

If the record that you are adding is a new version of an existing record please select the existing record to assure your new version is properly organized into the correct Document History:

Select	Document Type	Description	Cr	Effective Date	Expiration Date	
<input type="radio"/>	CV/Resume	Resume		01/03/2022		
<input type="radio"/>	IRB Training - DHHS HRSA - Balancing Society's Mandates: Criteria for Protocol Review	7.16A Amendment Request Form 02012021 LOCKED.docx		05/08/2022		
<input type="radio"/>	IRB Training - OHRP - General Informed Consent Requirements	How to open ERDSP form template.docx		05/08/2022		
<input type="radio"/>	Other	20210219 eCMS v7.02d Information Sheet (AAMS KB).docx		05/08/2022		
<input type="radio"/>	None of these					

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
22351.1	CV/Resume	Resume		01/03/2022		04/24/2022 09:12 AM	Accepted (via 822359)	
22367.1	IRB Training - DHHS HRSA - Balancing Society's Mandates: Criteria for Protocol Review	7.16A Amendment Request Form 02012021 LOCKED.docx		05/08/2022		05/08/2022 09:52 AM	Accepted	
22369.1	IRB Training - OHRP - General Informed Consent Requirements	How to open ERDSP form template.docx		05/08/2022		05/09/2022 05:34 PM	Not Submitted	
22368.1	IRB Training - OHRP - General Informed Consent Requirements	How to open ERDSP form template.docx		05/08/2022		05/08/2022 09:37 AM	Accepted	
22368.1	Other	20210219 eCMS v7.02d Information Sheet (AAMS KB).docx		05/08/2022		05/08/2022 09:56 AM	Accepted	

You must select 'Submit' to notify the administrator!

IRBNet Basics for Investigators

Accessing and Enrolling in IRBNet

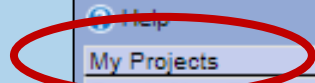
User Profile

My Projects



My Projects

Notifications



Welcome to IRBNet
Elizabeth Researcher

- Help
- My Projects**
- Create New Project
- My Reminders (17)
- Other Tools
- Forms and Templates

Access Libraries



Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag: ▼

Search Options



[Create and Manage Tags](#) | [Show Archived Projects \(1\)](#) | [Project Status View](#)

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date	
68410-1	cs0 test In Developmen...		Work in progress (Not submitted)			
68105-1	My Portland Multisite Project CIRB Submissi...		Work in progress (Not submitted)			
67911-3	Multi-Site Exercise Test 2 Report due: 02/02/2022 CIRB Submissi...	LSI2	Continuing Review/ Progress Report	Approved	02/03/2021	
67901-1	Test5 Consulting	Researcher	Other	Approved	01/13/2021	
67742-1	title Consulting	title	Closure/ Final Report	Pending Review		

Project List



My Projects – Notifications and Reminders

Welcome to IRBNet
Adam Researcher (PI)

Help

My Projects

Create New Project

My Reminders (12)

Other Tools

Forms and Templates

My Reminders

A personal reminder is automatically activated for you each time you receive a new message or alert. You can also set additional reminders for yourself on the Messages & Alerts pages. Other users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other users. You can also choose to view recently silenced reminders (within the past 30 days) in addition to your active reminders.

1 - 10 of 12

Show Silenced Reminders | Silence All Reminders

IRBNet ID	Project Title	Message Type	Date
71237-2	MManthei Test 2	Board Document Published	
71237-2	MManthei Test 2	Board Action	
71086-2	Testing - Site- Supp	Package Unlocked	
71086-1	Testing - Site- Supp	Package Unlocked	
71824-1	Track training - training record not sub...	Board Action	
71875-2	Boise Research Protocol	Board Action	
71875-2	Boise Research Protocol	Package Unlocked	
71875-2	Boise Research Protocol	Package Unlocked	
71875-2	Boise Research Protocol	Package Unlocked	
71875-2	Boise Research Protocol	Board Action	
71875-1	Boise Research Protocol	Board Action	

Message Reply

Date: 05/13/2022 12:24 PM
To: "Adam Researcher (PI)" <varesearch1@mailinator.com>
From: "Alex Admin" <no-reply@training.irbnet.org>
Reply To: "Alex Admin" <coreadmin1@mailinator.com>
Subject: IRBNet Board Document Published

Please note that Sunnydale VA IACUC has published the following Board Document on IRBNet:

Project Title: [71237-2] MManthei Test 2
Principal Investigator: Michelle Manthei

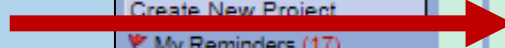
Submission Type: Continuing Review/Progress Report
Date Submitted: January 7, 2022

Document Type: IACUC Notification Letter
Document Description: IACUC Notification Letter
Publish Date: May 13, 2022

Should you have any questions you may contact Alex Admin at coreadmin1@mailinator.com.

My Projects – Search Options

Search and Filter



Welcome to IRBNet
Elizabeth Researcher

My Projects

Create New Project

My Reminders (17)

Other Tools

Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 5 of 5 10

Create and Manage Tags | Show Archived Projects (1) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date	
68410-1	cs0 test In Developmen...		Work in progress (Not submitted)			
68105-1	My Portland Multisite Project CIRB Submissi...		Work in progress (Not submitted)			
67911-3	Multi-Site Exercise Test 2 • Report due: 02/02/2022 CIRB Submissi...	LSI2	Continuing Review/ Progress Report	Approved	02/03/2021	
67901-1	Test5 Consulting	Researcher	Other	Approved	01/13/2021	
67742-1	title Consulting	title	Closure/ Final Report	Pending Review		

1 - 5 of 5 10



My Projects – Forms and Templates

Welcome to IRBNet
Elizabeth Researcher

Help

My Projects

Create New Project

My Reminders (17)

Other Tools

Forms and Templates

Forms and Templates

These libraries have been made available to you by your Boards so that you can easily download blank forms, document templates and reference materials to assist you in your work.

Select a Library:

Documents in this Library:

Document Description	Last Updated
(READ ME FIRST) Submission Handbook for Investigators	08/11/2020 04:51 PM
1a. Application Form	08/11/2020 04:49 PM
1b. Consent Form Template	08/11/2020 04:49 PM
2a. Protocol Deviation Report Form	08/11/2020 04:50 PM
7.13A Continuing Review Application	01/13/2021 08:18 AM
7.16 Amendment Request Form	01/13/2021 08:18 AM
ERDSP Template - Beta Test	10/13/2020 01:39 PM
VA 10-250	10/13/2020 01:40 PM

On-Line Document Wizards:

In addition to the materials listed above your Boards have also made the following on-line Document Wizards available to you:

- VA - IRB Information Sheet
- VA - Project Cover Sheet

On-line Document Wizards can be added to your project in the Designer.

Select the correct library

Documents > Training Energizers > Researcher Energizers

Name
PI Change Instructions User Guide.pdf
IRBNet Library Access Instructions User Guide_final.pdf
Project Cover Sheet Wizard Guide_Version 1.0_FINAL.pdf

Electronic Wizards

My Projects - Tags

Use Tags to
organize your
workspace



Welcome to IRBNet
Elizabeth Researcher

Help

My Projects

Create New Project

My Reminders (17)

Other Tools

Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 5 of 5 10

Create and Manage Tags | Show Archived Projects (1) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date	
68410-1	cs0 test In Development...		Work in progress (Not submitted)			
68105-1	My Portland Multisite Project CIRB Submissi...		Work in progress (Not submitted)			
67911-3	Multi-Site Exercise Test 2 Report due: 02/02/2022 CIRB Submissi...	LSI2	Continuing Review/ Progress Report	Approved	02/03/2021	
67901-1	Test5 Consulting	Researcher	Other	Approved	01/13/2021	
67742-1	title Consulting	title	Closure/ Final Report	Pending Review		

1 - 5 of 5 10

IRBNet Basics for Investigators

Accessing and Enrolling in IRBNet

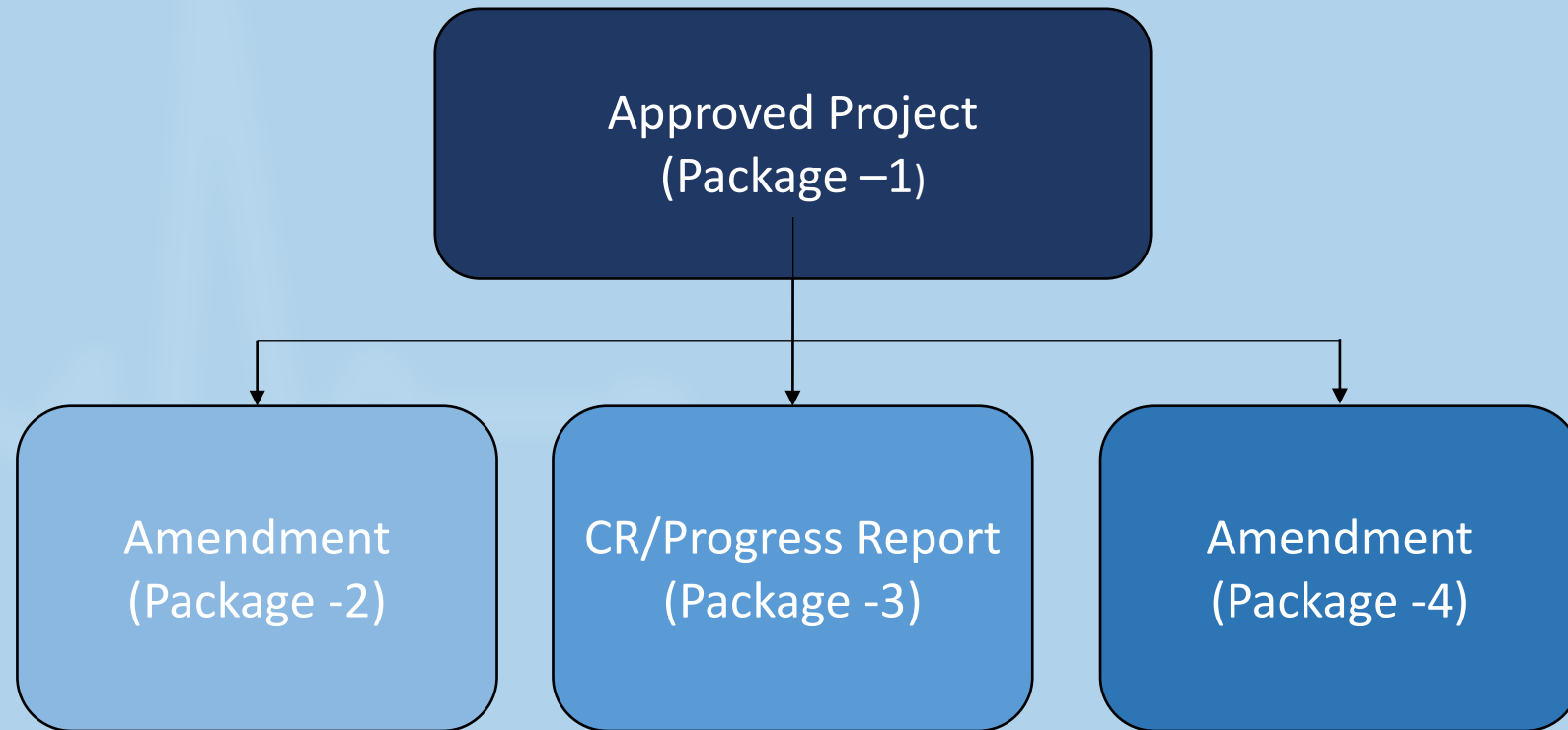
User Profile

My Projects

Project vs Package

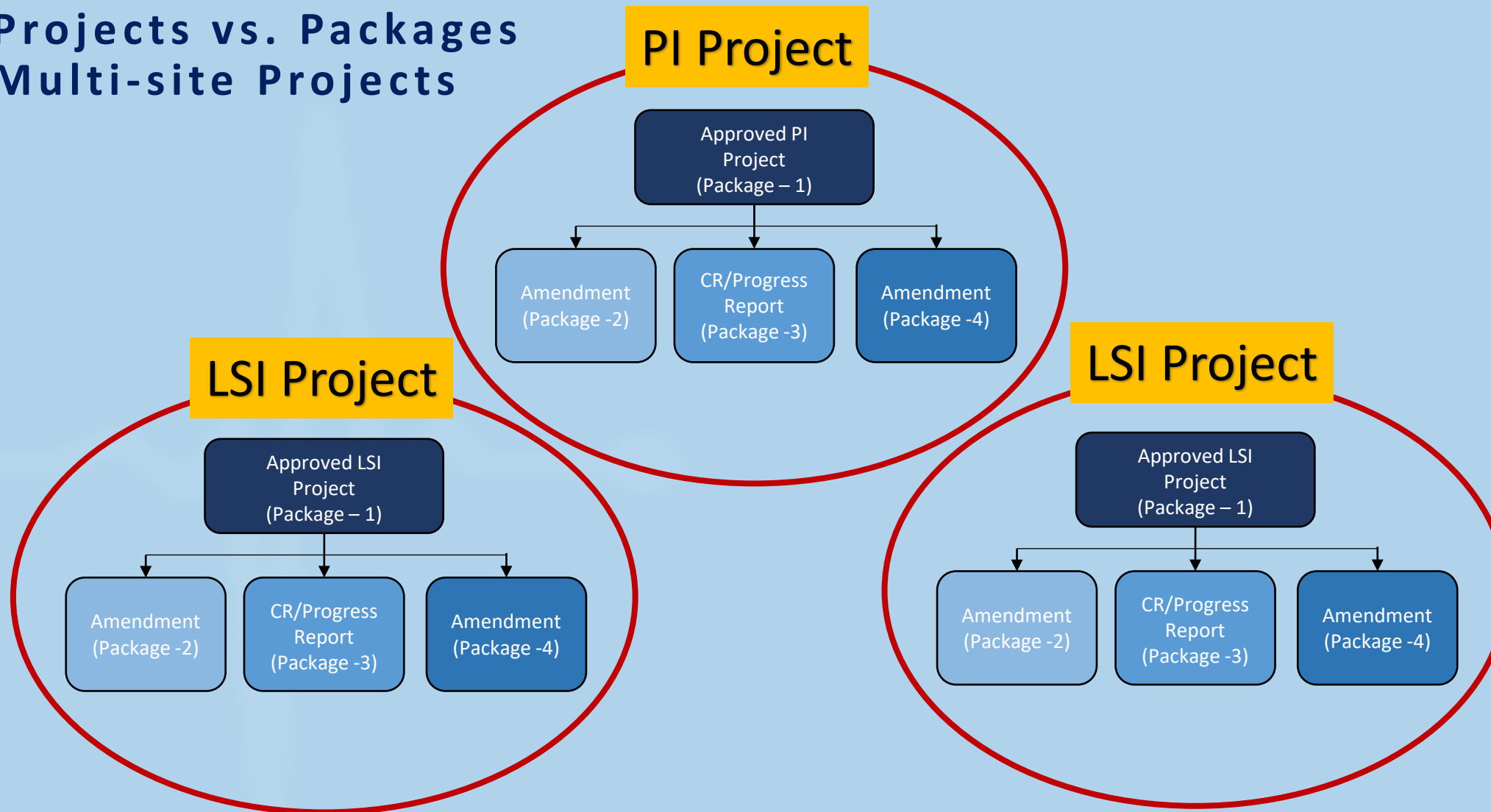


Projects vs. Packages



Projects vs. Packages

Multi-site Projects



Projects vs. Packages

When submitting a ...	Create a new ...
New Study Application	Project
New Study Action	Package
Revised submission	Package (per local guidance)
New LSI Application	New project created by PI site



IRBNet Basics for Investigators

Accessing and Enrolling in IRBNet

User Profile

My Projects

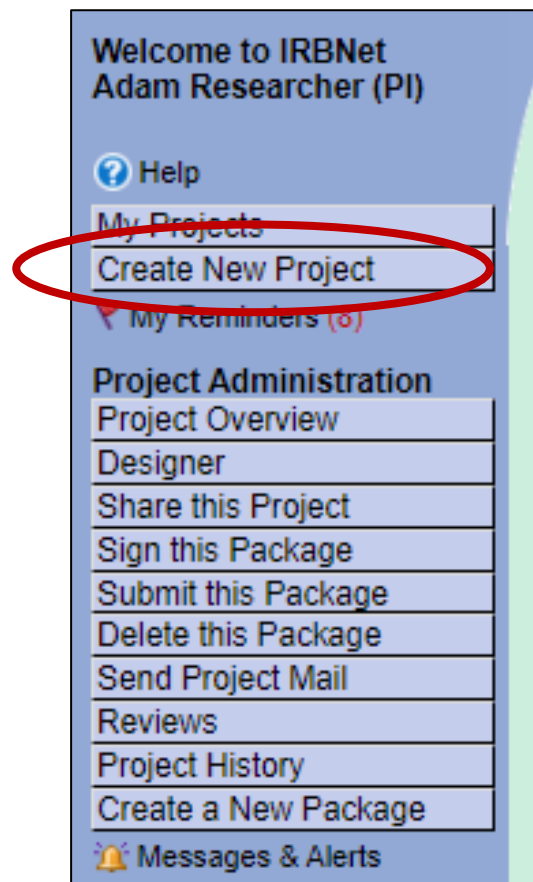
Project vs Package

Creating a New Project/Package



Creating a New Project

- Select Create New Project to create a **new study application**



New Project Details

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: *

Title: *

Local Principal Investigator: First Name: * Last Name: * Degree(s):

Keywords:

Sponsor:

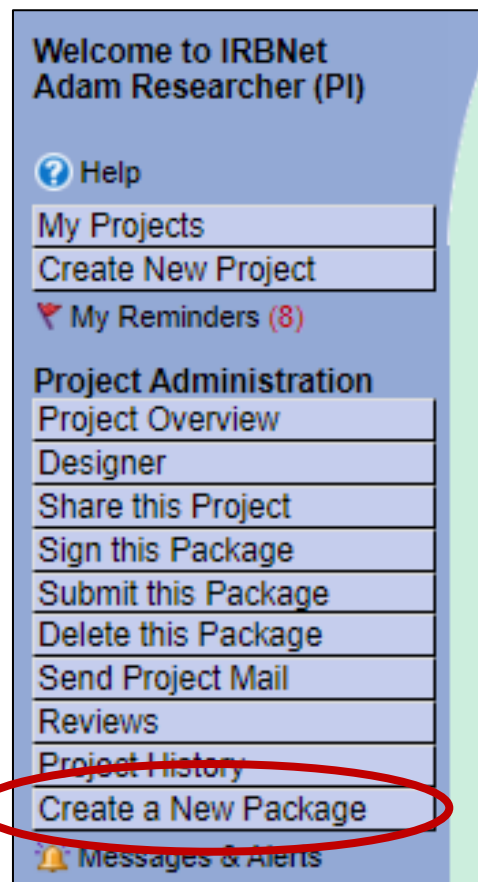
You may specify an internal account number, billing identifier or reference number for this project.

Internal Reference Number:

* required fields

Creating a New Package

- Select Create a New Package to create a **new study action within an IRBNet project**



Welcome to IRBNet
Adam Researcher (PI)

[? Help](#)

[My Projects](#)

[Create New Project](#)

[My Reminders \(8\)](#)

Project Administration

[Project Overview](#)

[Designer](#)

[Share this Project](#)

[Sign this Package](#)

[Submit this Package](#)

[Delete this Package](#)

[Send Project Mail](#)

[Reviews](#)

[Project History](#)

Create a New Package

[Messages & Alerts](#)




Designer

Designer

[70814] Invented Project

Package: ▼ 70814-1 Work in progress (Not submitted)

 [Click to add a package description or notes.](#)

Step 1: [Hide Form Libraries](#) |

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: ▼

Select a Document: ▼

Step 2:

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

OR (When should I do this?)

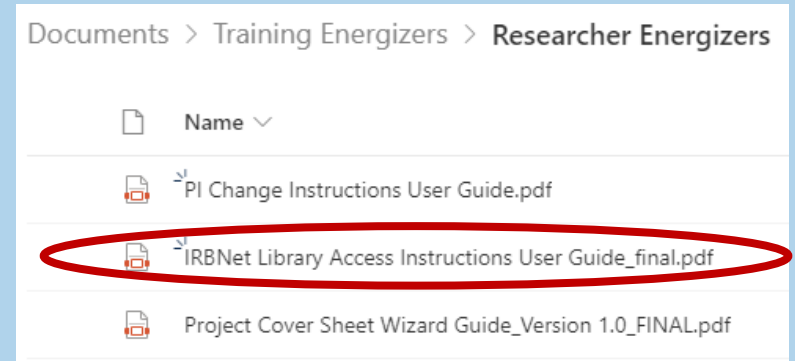
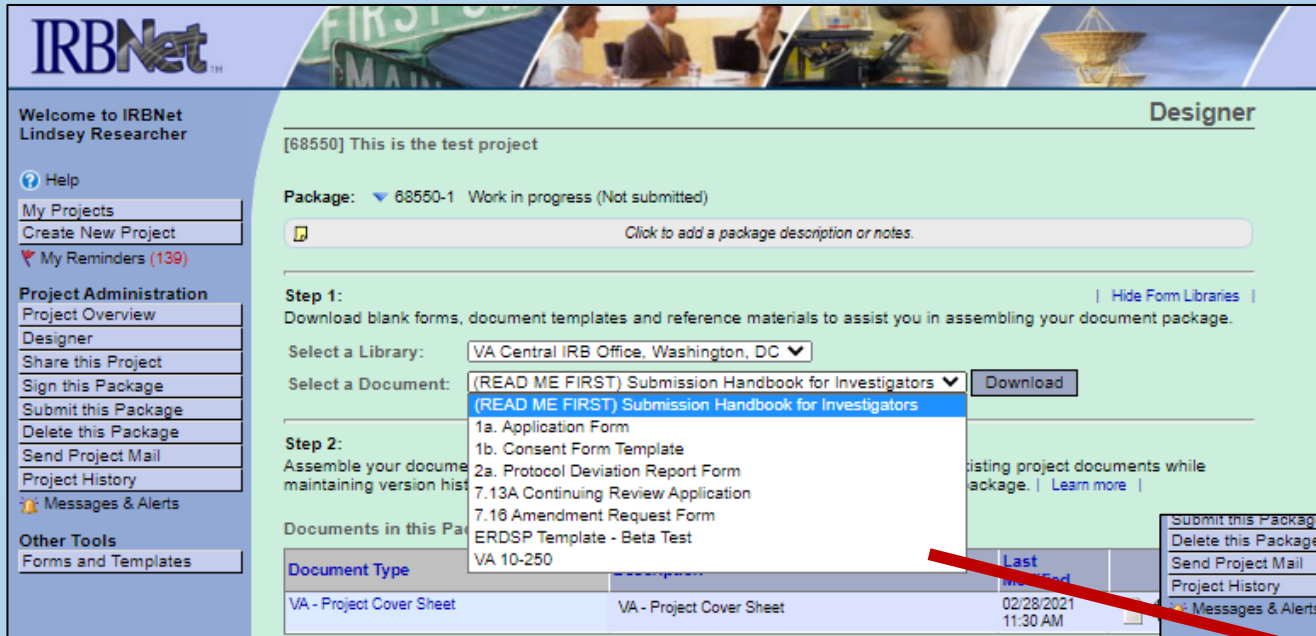


Completing and Submitting a Package

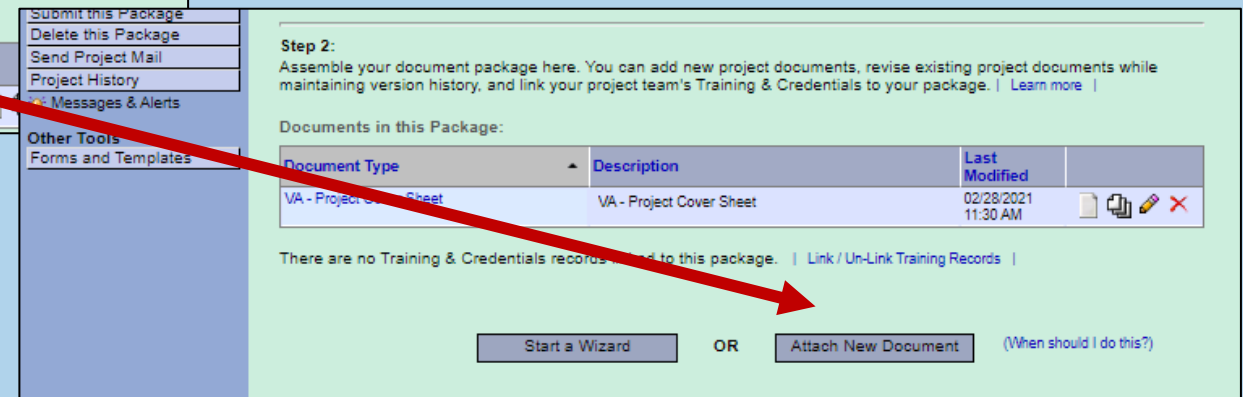
- Step 1: Upload completed study documents
- Step 2: Complete applicable wizards
- Step 3: Link Training Records
- Step 4: Share Package with study team members
- Step 5: Sign Package
- Step 6: Submit Package



Step 1: Upload Study Documents



Name
PI Change Instructions User Guide.pdf
IRBNet Library Access Instructions User Guide_final.pdf
Project Cover Sheet Wizard Guide_Version 1.0_FINAL.pdf



Document Type	Description	Last Modified
VA - Project Cover Sheet	VA - Project Cover Sheet	02/28/2021 11:30 AM

Step 2: Complete Applicable Wizards

[68550] This is the test project

Package: 68550-1 Work in progress (Not submitted)

Click to add a package description or notes.

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: VA Central IRB Office, Washington, DC

Select a Document: (READ ME FIRST) Submission Handbook for Investigators

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package.

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#)

1 ↓

Start Wizard OR Attach New Document

- VA - IRB Information Sheet
- VA - Project Cover Sheet

IRBNet Document Wizard

VA - Project Cover Sheet - [68550-1] This is the test project

Jump To: Introduction Jump

Introduction

Welcome to the Department of Veterans Affairs - Project Cover Sheet.

Questions with an asterisk (*) must be answered. Incomplete submissions will be returned un-reviewed. You have the option to save the application as you progress and complete it at a later time.

Please keep the information in this form accurate and up-to-date. If any future changes to this project affect information in this form, please revise the appropriate sections and submit the form.

2 → Save and Exit Preview





Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: VA Central IRB Office, Washington, DC

Select a Document: (READ ME FIRST) Submission Handbook for Investigators

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#)

Documents in this Package

Document Type	Description	Last Modified	
VA - Project Cover Sheet	VA - Project Cover Sheet	02/28/2021 11:30 AM	   

3 ↓

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#)

Start a Wizard OR Attach New Document (When should I do this?)

Documents > Training Energizers > Researcher Energizers

Name

- PI Change Instructions User Guide.pdf
- IRBNet Library Access Instructions User Guide_final.pdf
- Project Cover Sheet Wizard Guide_Version 1.0_FINAL.pdf



Step 2: Document Upload Complete

Package: 71875-2 New Project Locked - Revisions Complete | View History |









[Click to add a package description or notes.](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details.](#)

[Need Forms? Show Form Libraries |](#)

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more |](#)

Documents in this Package:

Document Type	Description	Last Modified	
Application Form	Boise Initial Review Application Revised 2	04/24/2022 10:03 AM	   
VA - Project Cover Sheet	VA - Project Cover Sheet	04/24/2022 10:02 AM	   

There are no Training & Credentials records linked to this package. | [View All Links |](#)

OR (When should I do this?)



Step 3: Link Training Records

Package: 71803-1 Work in progress (Not submitted)

[Click to add a package description or notes.](#)

Step 1: [Hide Form Libraries](#)
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Select a Document:

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

Document Type	Description	Last Modified	
VA - Project Cover Sheet	VA - Project Cover Sheet	04/08/2022 04:56 PM	

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

OR (When should I do this?)

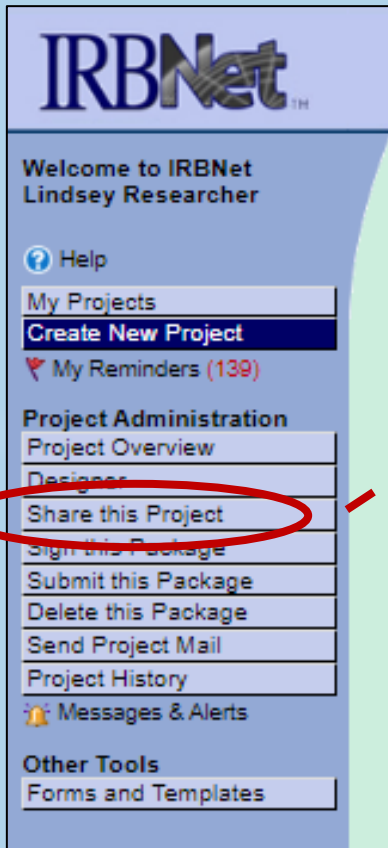
Link Training & Credentials

[71803-1] Testing Roles-AM

IRBNet allows you to link your project team's Training & Credentials to your package so that they can be easily accessed and tracked by the boards that review your package.

Link	User Name	Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Status	Show All Versions
<input type="checkbox"/>	Researcher (PI), Adam	22351.1	CV/Resume	Resume		01/03/2022		Accepted (via 822359)	
<input type="checkbox"/>	Researcher (PI), Adam	22367.1	IRB Training - DHHS HRSA - Balancing Society's Mandates: Criteria for Protocol Review	7.16A Amendment Request Form 02012021 LOCKED.docx		05/08/2022		Accepted	
<input type="checkbox"/>	Researcher (PI), Adam	22366.1	IRB Training - OHRP - General Informed Consent Requirements	How to open ERDSP form template.docx		05/08/2022		Accepted	
<input type="checkbox"/>	Researcher (PI), Adam	22368.1	Other	20210219 eCMS v7.02d Information Sheet (AAMS KB).docx		05/08/2022		Accepted	

Step 4: Share Package



IRBNet
Welcome to IRBNet
Lindsey Researcher

Help

My Projects

Create New Project

My Reminders (139)

Project Administration

Project Overview

Designs

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

Other Tools

Forms and Templates

Share Project

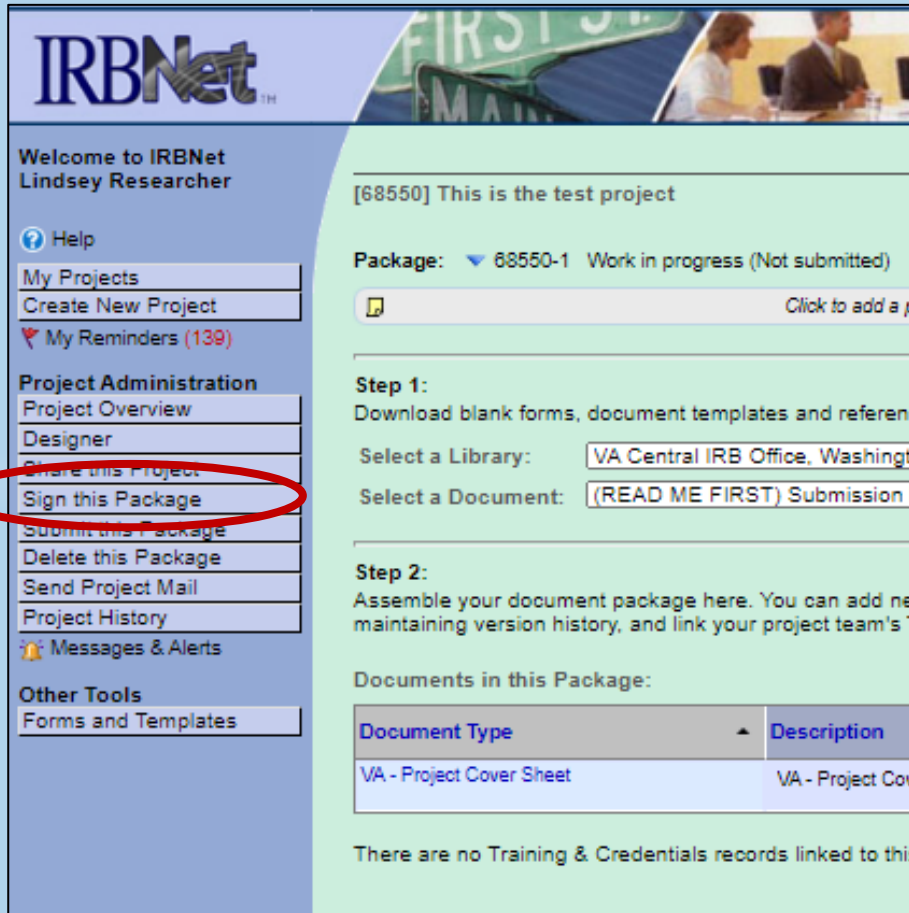
[68550-1] This is the test project

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

- Share** package with study team members
- Multi-site share** with local site/non-lead site investigator
- Transfer** ownership of project to another investigator

Step 5: Sign Package



IRBNet™

Welcome to IRBNet
Lindsey Researcher

Help

My Projects
Create New Project

My Reminders (139)

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package**
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History

Messages & Alerts

Other Tools

- Forms and Templates

[68550] This is the test project

Package: 68550-1 Work in progress (Not submitted)

Step 1:
Download blank forms, document templates and referen

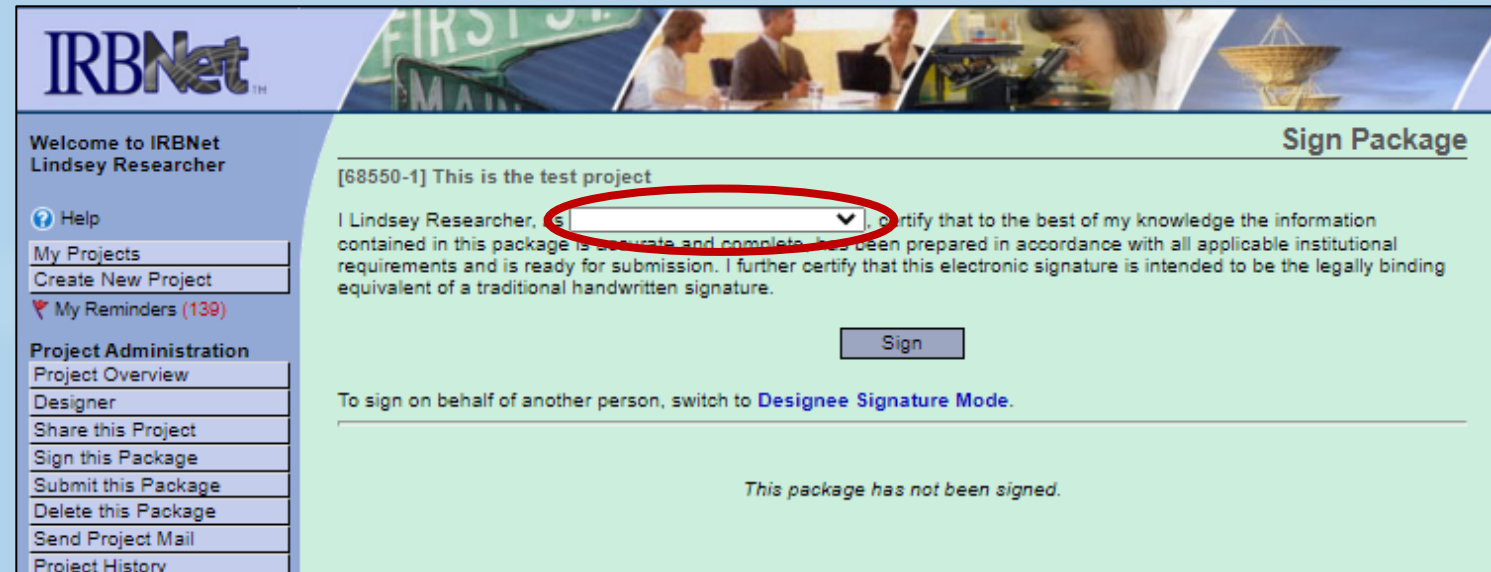
Select a Library: VA Central IRB Office, Washing

Select a Document: (READ ME FIRST) Submission

Step 2:
Assemble your document package here. You can add ne
maintaining version history, and link your project team's T

Document Type	Description
VA - Project Cover Sheet	VA - Project Cov

There are no Training & Credentials records linked to this



IRBNet™

Welcome to IRBNet
Lindsey Researcher

Sign Package

[68550-1] This is the test project

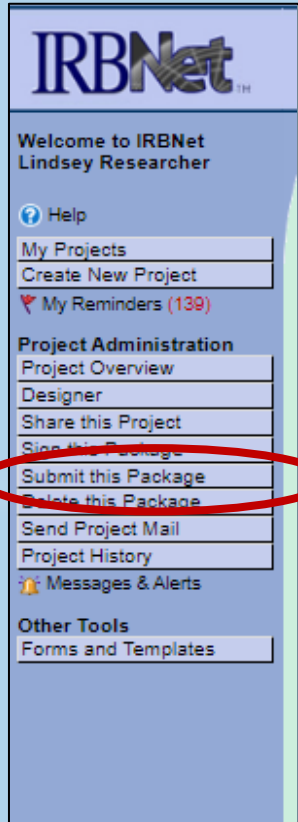
I Lindsey Researcher, [Signature] certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

Sign

To sign on behalf of another person, switch to [Designee Signature Mode](#).

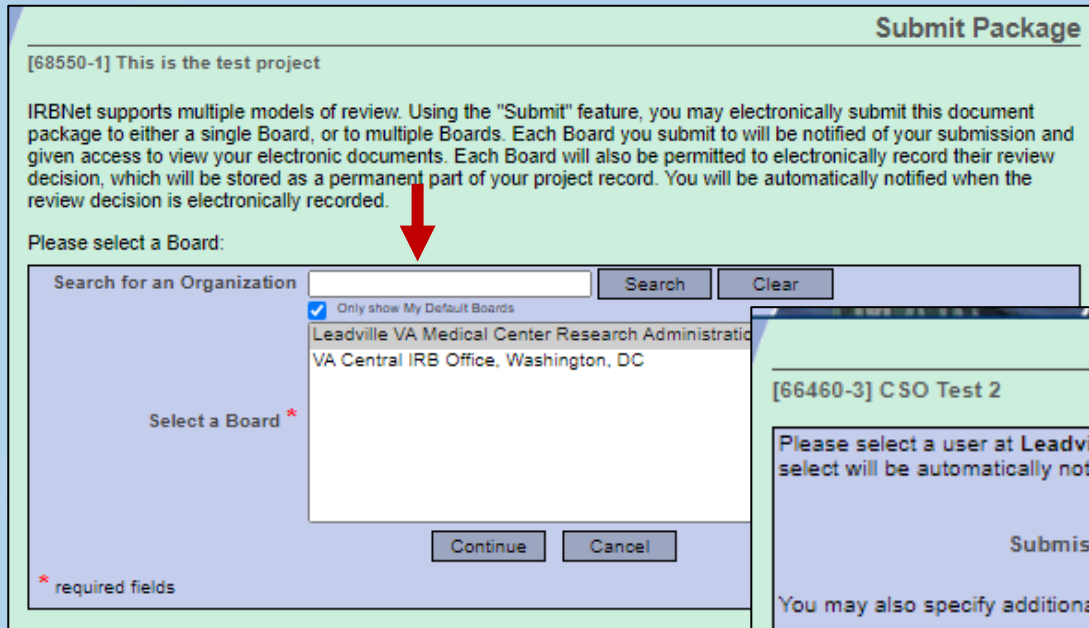
This package has not been signed.

Step 6: Submit Package



IRBNet
Welcome to IRBNet
Lindsey Researcher

- Help
- My Projects
- Create New Project
- My Reminders (139)
- Project Administration
 - Project Overview
 - Designer
 - Share this Project
 - Submit this Package**
 - Delete this Package
 - Send Project Mail
 - Project History
- Messages & Alerts
- Other Tools
 - Forms and Templates



Submit Package

[68550-1] This is the test project

IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization Search Clear

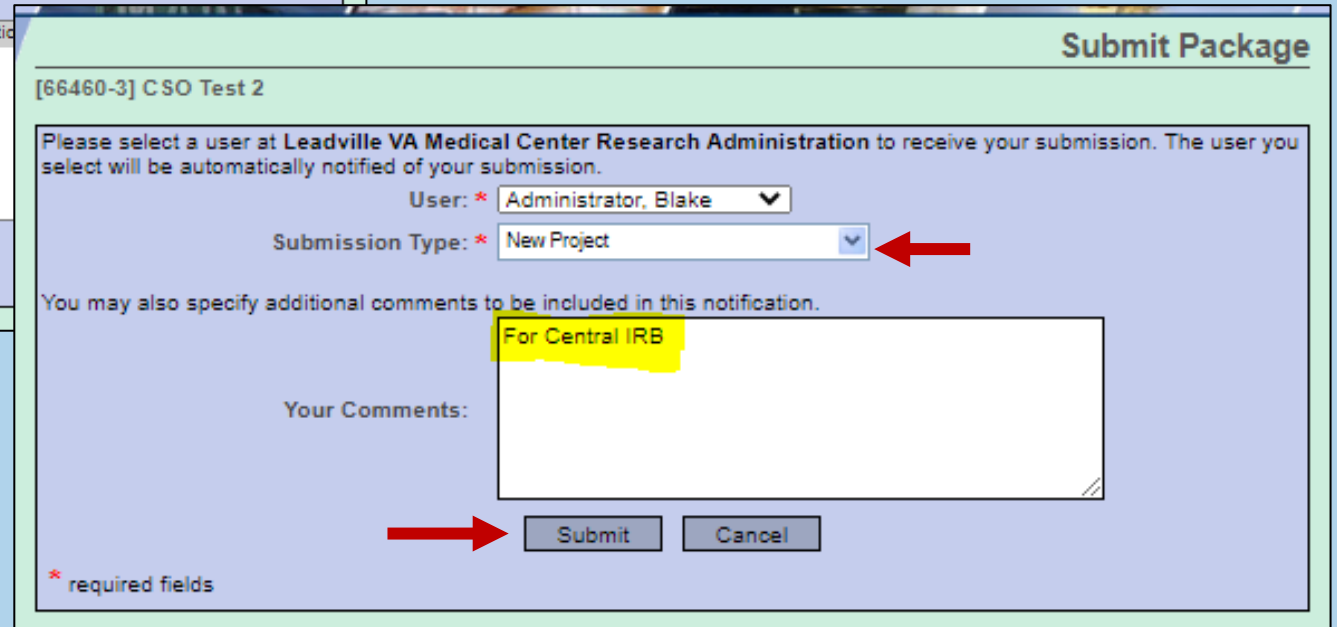
Only show My Default Boards

- Leadville VA Medical Center Research Administration
- VA Central IRB Office, Washington, DC

Select a Board *

Continue Cancel

* required fields



Submit Package

[66460-3] CSO Test 2

Please select a user at Leadville VA Medical Center Research Administration to receive your submission. The user you select will be automatically notified of your submission.

User: * Administrator, Blake

Submission Type: * New Project

You may also specify additional comments to be included in this notification.

Your Comments:

For Central IRB

Submit Cancel

* required fields

IRBNet Basics for Investigators

- Accessing and Enrolling in IRBNet*
- User Profile*
- My Projects*
- Project vs Package*
- Creating a New Project/Package*
- Revising a Package/Response Package*




Revised and Response Packages

- All packages are ‘locked’ upon submission to preserve the audit trail
- Package may be ‘unlocked’ by administrator and returned to study team if required forms are missing
- Package may receive a board action of ‘Information Required’ or ‘Modifications Required’ if additional information or modifications are necessary. A response package is used to respond to the request for more information or modifications



Unlocked Package

1. Reference unlock message for details and instructions from administrator
2. Follow instructions to revise documents or upload missing documents to package
3. Mark Revisions Complete




My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

1 - 10 of 36 | 10

[Create and Manage Tags](#) | [Show Archived Projects \(46\)](#) | [Board Action View](#)

IRBNet ID	Project Title	Principal Investigator	Project Status	Expiration Date
71086-1	Testing - Site- Supp	Supp	Deferred - Modifications Required	
71085-1	test 12082021	test	Pending Review	

Revising Unlocked Package

Designer

[71086] Testing - Site- Supp

Package: ▼ 71086-1 New Project **Unlocked - Revisions Pending** | View History

Click to add a package description or notes.

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

Step 1: | Hide Form Libraries |

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: ▼

Select a Document: ▼

Step 2:

Assemble your document package here. You can add new project documents, revise existing pro...

Lock History

Lock Status	Status Date	User Name	Board	Message
Unlocked - Revisions Pending	12/06/2021 01:26 PM	Alex Admin	Sunnydale VA Research Administration	pls update...
Locked	12/06/2021 01:25 PM	Alex Admin	Sunnydale VA Research Administration	nvdnvcn
Unlocked - Revisions Pending	12/06/2021 09:33 AM	Alex Admin	Sunnydale VA Research Administration	review completed
Locked on Submission	12/06/2021 09:26 AM	Adam Researcher (PI)		




Revising Unlocked Package

Designer

[71086] Testing - Site- Supp

| [Mark Revisions Complete](#) | (When should I do this?)

Package: ▼ 71086-2 Other

 **Unlocked - Revisions Pending** | [View History](#) |











[Click to add a package description or notes.](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details.](#)

| [Need Forms? Show Form Libraries.](#) |

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

Document Type	Description	Last Modified	
▼ Protocol	Protocol version 2.0	05/09/2022 05:59 PM	   
VA - Project Cover Sheet	VA - Project Cover Sheet	05/22/2022 02:57 PM	   




There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |


[Start a Wizard](#)

OR

[Attach New Document](#)

(When should I do this?)

Select  to replace an uploaded document or edit a wizard.

Select  to delete document from package.



Choose  VA

VA



U.S. Department
of Veterans Affairs

Revising Unlocked Package


Designer

[71086] Testing - Site- Supp

| **Mark Revisions Complete** | (When should I do this?)

Package: ▼ 71086-1 New Project

 **Unlocked - Revisions Pending** | View History |

 [Click to add a package description or notes.](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details.](#)

Step 1: [Hide Form Libraries](#) |




Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Select a Document:

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

Document Type	Description	Last Modified	
VA - IRB Information Sheet	VA - IRB Information Sheet	12/06/2021 09:24 AM	   
VA - Project Cover Sheet	VA - Project Cover Sheet	12/06/2021 09:18 AM	   

You must select
“Mark Revisions Complete”
to notify the administrator!

Response Package

1. Reference board document for details on additional required information or modifications
2. Create new package within project
3. Follow instructions to update documents or upload additional information to package
4. Submit the new package



Response Package Documents

Updates made to documents from previous packages (using pencil icon) are tracked using version control.

Designer

[71086] Testing - Site- Supp

Package: 71086-2 Other Mark Revisions Complete (When should I do this?) Unlocked - Revisions Pending View History





[Click to add a package description or notes.](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details.](#)

[Need Forms? Show Form Libraries](#)

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

















Documents in this Package:

Document Type	Description	Last Modified	
Protocol	Protocol version 2.0	05/09/2022 05:59 PM	   

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

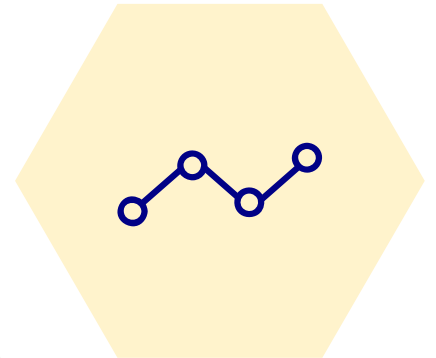
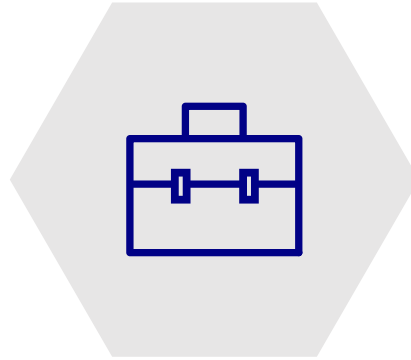
Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Submission Date	
1	VA - IRB Information Sheet	VA - IRB Information Sheet	12/06/2021 09:24 AM	12/06/2021	   
1	VA - Project Cover Sheet	VA - Project Cover Sheet	12/06/2021 09:18 AM	12/06/2021	   
1	VA - Project Cover Sheet	VA - Project Cover Sheet	12/27/2021 12:03 PM	12/06/2021	   
1	VA - Project Cover Sheet	VA - Project Cover Sheet	12/06/2021 09:18 AM	12/06/2021	   



VAIRRS Resources

- Recorded training videos are available on the VAIRRS SharePoint portal. The training videos are categorized by role (e.g., researcher, administrator, committee member perspectives).
- Training energizers are available on the [VAIRRS SharePoint portal](#). The energizers, which serve as guides for the end-user, are also categorized by role.
- Answers to Frequently Asked Questions (FAQs) about VAIRRS are available on the [VAIRRS website](#).
- The VAIRRS Newsletter is published bi-monthly. A VAIRRS Program Update is published on the alternative months. Any user can subscribe to the publications. Subscribe [here](#):
- Contact the VAIRRS Support Team at VAIRRS@VA.gov



QUESTIONS & COMMENTS



Contacts

VAIRRS Support Team

VAIRRS@va.gov



Questions related to VAIRRS program, resources, training, and VA processes

IRBNet

govsupport@irbnet.org



Technical assistance, account issues



Choose **VA**

VA



U.S. Department
of Veterans Affairs

References

VAIRRS Website: <https://www.research.va.gov/programs/orppe/vairrs/default.cfm>

VAIRRS SharePoint: <https://dvagov.sharepoint.com/sites/VHAORPPE/VAIRRS>

VAIRRS Webinar Archive: <https://www.research.va.gov/programs/orppe/education/webinars/archives.cfm>

VAIRRS Support Team: VAIRRS@va.gov

VAIRRS Newsletter Subscription: https://public.govdelivery.com/accounts/USVHA/subscriber/new?topic_id=USVHA_1952

