Unidentified Female: Just a few quick announcements. One, the project sheet was heard, our campaign continues. We’ve increased our completion rate to 68.8% so thank you to those who are actively working with your investigators. Please continue to do so. Our goal is to continue to reach 75% by the end of this fiscal year. Also, we have some new tools that are going to be available for you. The first is our document finder tool. There’s been a webinar to give a preview of this tool and we’ll have more information on the website. The ORPP website. Also the VA electronic determination aide, or VAEDA is available to you now if your site would like to enroll in the soft launch. Again if you’d like more information you can reach out to the email address that’s on the slide. Datasupport@va.gov. And with that I will turn it over to our presenters to get started with our call today. Thank you.

Aaron: Excellent thank you all very much. This is Aaron here, the administrative officer for research here at the Madison VA. Also on the call we have Karen Hoffman who’s a program support assistant. Jamie Swanland is our R&D coordinator. She is going to try to join for some questions at the end. So with that, we can go onto the next slide.  
  
So again thanks for the opportunity to present here today on some of our challenges and experience using the VAIRRS or the IRB.framework for research reviews. Just to give you a background, we’re a medium size facility. We have about 170 total active projects. Of those, about 55 are \_\_\_\_\_ [0:01:53] animal protocols and the rest are human subjects. Our IRB record is the affiliate IRB so that’s the University of Wisconsin IRB. We also have interactions with both the VA central IRB, the NCIC central IRB, and we have a study open through the western IRB as well.   
  
So today we just wanted to walk you through some specific challenges and solutions that we came up with here locally integrating IRB net into our workflow. So in particular we’re going to talk about six challenges. The challenges of integrating IRB net when working with an affiliate, managing study team personnel, managing team training requirements, some confusion that we had here locally when we had combined packages versus individualized packages. Some experience with triannual reviews, new projects versus new package. And then some project report due dates. Next slide please? Thank you.  
  
So, there are a lot of moving parts here. Not only do we have the interplay amongst all of our various subcommittees but we have our affiliate IRB who actually has its own electronic review system as well that does not integrate with IRB net. So, at the outset there was a lot of work that went in on the front end on our end to try to figure out how things would be routed and managed and reviewed through the new IRB net system. So, one of the things that we did here locally was to set up a daily morning meeting with research office staff. That’s a standing meeting, we met every day since we went live back in November of 2020 I believe now. And so part of this is just to get all of the coordinators together, the staff. What we do is take time to review submissions, make sure that all the required documents are attached, outline review timelines. So, some things maybe pressing due to just in time and need to have a little bit more touch than other things that aren’t under a deadline and basically we just decide as a group how to route these various things for reviews through the various committees. And there are some specific tools that we had in particular which Karen is going to discuss here that helped us navigate this a little bit more easily.

Karen: Thanks Aaron. So like Aaron mentioned, the morning meetings have been incredibly helpful to us to review our IRB net submissions. And we found that’s very useful to use project Angela to keep our projects organized in the system. You can see some of the Angela that we used in the research admin workspace including human subjects in IACUC. We have only a handful of rat protocols so we typically Angela those projects. We Angela lab only projects, new projects, triannual renewal projects, any projects that have closed, and note the fiscal year on that Angela. We Angela projects that have an MTA or a material transfer agreement or a DUA which is a data use agreement. We’ve added Angela to the central IRB created projects which is really helpful when we were working through the central IRB net, sorry the central IRB duplicate project reconciliations.  
  
Most of our projects have multiple Angela and they can easily be sorted to find any number of, or the number of any category you're looking for. Tegs do not transfer across workspaces so committees may use slightly different Angela but the ones listed here are ones that have been very helpful to us.  
  
As a way to help our researchers and study team members with their submissions and the required documents that are needed for the submissions, we’ve created various guidance documents for them which I will describe on the next slide.  
  
We have a wide range of guidance material available. Jamie, our R&D coordinator put together a very detailed RDC submission guidance document that I think is about over 40 pages in length. Very comprehensive. She also put together a read me first document. Cat are we able to open the read me first? We’ll see if it opens but she put together a read me first document that actually acts as just a quick reference guide. It outlines where to find forms and having to locate them in different libraries within IRB net and especially submission guidance for new projects, amendments, or responded to RDC requests for modification. I don't know if these want to open right now.

Cat: Will not let me share it for some reason. One second.

Karen: That’s okay we can just go back to the slide. She also put together several flow chart documents for projects that are working with an affiliate IRB, essential IRB, or the NCIC IRB and they just outline and show the path for project submission through R&D approval and what is needed to submit in various packages along the way. We also have several how to submission guides for IACUC and SRS packages letting them know how to create a new project, a continuing review package, amendments, responses to committee reviews, or triannual renewal submissions. And all of the how to documents are about one to two pages in length, easy to read through. All of our documents are kept in our local library under forms and templates in IRB net, you see the screenshots on the slide there.   
  
We note them with an asterisk so then they’ll show up at the beginning of the library. And we often email these documents to city teams as well. So, in addition to our written guidance, we meet with a lot of PIs and study teams virtually. Or in our research office or in their offices. We found that screen sharing on Teams has really been fantastic. And we provide a lot of individualized instruction.   
  
When we first went live in IRB net, I met with many of the teams working through their first submissions to assist them and to provide a little orientation into the new VAIRRS IRB net system. I’ve also made several short demo videos of various topics that include how to register, link your city account, upload training certificates, how to use forms and templates, how to share the project, how to use project Angela or archive projects, how to create new packages or new projects. How to find board documents after committee reviews, and how to work through package revisions which we’ll show you in just a minute.   
  
So, finally besides our written guides, our videos, and our individualized team meetings, we’ve recently set up office hours on teams where anyone can join and ask research staff questions related to IRB net. Next slide please.  
  
So this is our package revision demo video. And these demo videos are really nice because they’re short. They can be emailed to city teams to use as a visual aide So I think this particular one is less than three minutes. We can move to the next slide.  
  
Okay so moving on here. Challenge two is managing city team personnel. So, at our morning meetings, we review the study teams who are listed on the VA project cover sheets to make sure that all personnel have VA appointments or walk appointments. Our HR department has been really helpful and they’ve been helpful for anyone we have questions about. We can send them an email and they typically get back to us within 24-48 hours. We also make sure that the city team lists match on the affiliate roster if it’s an affiliate IRB project. And that they match on the protocol documents in the package.   
  
And next we make sure that all study team members are registered in IRB net and that they’re shared on the project. We use a lot of project notes to note things such as staff who are administrative only or covered under a DUA. On central IRB projects, we make a note to see the project overview page for details on national study personnel who are shared on the project but not tracked on by our local boards. We also use package notes which are shown on the left there to add a little detail about personnel changes. So, for example, who is being added or who is being removed in that particular package.   
  
And just as a note, the package notes are visible across workspaces but the project notes are not. So project notes have to be copied and pasted into the other workspaces. Next slide please. Challenge three, managing team training requirements. We’ve developed several documents to help us track and manage team training that I’ll describe in the following slides including a training by PI group spreadsheet and a monster spreadsheet.  
  
We’ve also added a required research training sheet that goes along with our research scope of practice. All study team members must enter their training completion certificates into IRB net and all team members are shared on the project so that their training records track along with the project. Next slide.  
  
So we created his trainings by PI group spreadsheet as we reorganize and standardize how we assign trainings based on the work being done. So you can see on the top table we have seven categories of training although everyone completes category zero which is the TMS privacy and info security training. The other categories are human subjects, bloodborne pathogens, onsite and off-site lab work, animal work, and formaldehyde exposure.  
  
So, each PI has training groups assigned to them based on the work that they’re doing. Whether it’s human subjects or animal or lab. Are they working onsite or offsite? Do they have exposure to bloodborne pathogens or to formaldehyde? All applicable training groups are assigned to that PI. You can see some examples in the lower table. The PI is listed. If the PI has multiple projects, we note if it’s a human subject study, an ACorp or a lab only project. And then we list out the training groups that are required.   
  
So these are all the trainings that the PI and all members of the study team must complete. And when an investigator onboards a new walk, the training groups are assigned based on this spreadsheet. If the PI has multiple projects, we verify with them to know which project the new walk will be working on so that the trainings are assigned properly. Next slide.  
  
We have a required research training form shown on this slide that is a supplement to our research scope of practice. Our onboarding specialists consults the training by PI group spreadsheet to assign the appropriate training groups. So the walk applicant will then know which trainings to complete and they will upload all of their completion certificates into IRB net. And again, the training groups here list the groups on the previous spreadsheet. There are some additional specialty courses listed on this form as well that may be required individually based on the scope. And these training groups and how they are assigned by a PI are key for us to be able to verify and manage all the team trainings in IRB net. Next slide please.  
  
Finally, we have our monster master spreadsheet to track all training outside of IRB net. So this is just a small snapshot of a very huge spreadsheet. You can see that we have all training categories across the top of the spreadsheet, again arranged by those same categories. We have each researcher’s training groups listed in the training groups column on the left hand side. So this spreadsheet is reviewed daily by our training specialist Mina. She alerts researchers when they have trainings that are coming due and she reminds them to upload their new completion certificates into IRB net. So this is a big task as we have over 400 researchers to track. Next slide.  
  
So as mentioned earlier, all team members enter their training completion certificates into IRB net. Since they’re shared on the project, all training tracks along with the project. So these are some screenshots of project team tracking records that we see in the admin workspace. Each training is assigned a color that shows up when the certificate is accepted. So the bottom left is the human subjects project and we know that everyone has completed their TMS privacy in HIPPA, the city VA human subjects protection, and the TMS privacy and info security. Our safety committee may also assign some additional behavioral trainings. For example, the skills training for evaluation and management of suicide, or the prevention and management of disruptive behavior which also shows up as an additional red block.  
  
Animal projects and the other two examples have a lot more required training and that can be challenging to verify at a glance. It doesn't always match up as nicely. So, to see all of the trainings it’s really best to click into the view training for each user and not rely solely on the blocks. Next slide please.  
  
So the admin gatekeepers. Before packages are sent to R&D, the SRS, or IACUC for review, in research admin we make sure that the required documents are in the package and that any revised documents are stacked. So, teams can do this by uploading the revised documents by clicking on that pencil icon or we can do this administratively. One of the great things about our morning meetings is that the committee coordinators will comment if any documents are missing or if any revisions are needed on a document before sending the package to the committee workspace for their review.  
  
We also check that city team personnel have VA appointments, that teams are congruent across documents, and that they are shared on the project. Finally we check that team training is complete and current in IRB net. If any additional specialty training is needed, the coordinators will follow up with the specific team member to make sure that the training is complete and have the upload their certificates. Next slide please.

Aaron: Alright so I’m going to talk about two more specific challenges that we encountered here locally. The one is confusion over packages which had combined documentation. So, at the outset, we had set things up so that one single package would be submitted. It would contain all the required documentation for both an IACUC and an SRS project. This became a little confusing for committee members, oftentimes asking which documents they needed to review. The other issue too is that submitting one package if one board provides approval, it is implicitly providing approval to all the documents in there when really we were only looking to approve the IACUC portion or the SRS.  
  
So, early on what we did is we started to require two separate packages to be submitted. The first package would be all the required IACUC documents. These would be then routed through the IACUC committee for review and approval. We would also simultaneously ask them to submit all the required documents for the SRS review. And so having two separate packages alleviated some of the confusion from our reviewers and helped certify that the documents that we’re approving within board are the actual required documents and not documents that had not been reviewed.  
  
Another issue that we came upon early on is we had a lot of umbrella protocols for covering several different IACUC projects or some covering a combination of both IACUC and human subject projects. This became difficult to administer from an IRB net perspective. So, early on we implemented a 1:1 safety protocol for projects. So, any specific IACUC project would have its own standalone SRS review and approval. Whether that’s full board or an exempt due to no hazards listed. And likewise we would do the same for human subjects. This has made the tracking and the required annual reviews much easier to track. It has alleviated some of the confusion for our reviewers. And overall led to, I think in advance here for our particular site. Next slide.  
  
Another issue that we encountered early on was the issue of triannual reviews within the IACUC workspace. We weren't sure if we should proceed with a new project or a new package. We had started off by asking that the teams submit a new project taking in line that there’s a denovo triannual review. That seemed to make sense that this would be a new project. The issue with that is that you can lose track of the original documentation, the original approval dates. So what we discovered is that it’s actually better to submit a new package within the already established project.  
  
So, in 2021, we were using a tag that would denote it was replaced by a triannual in 2021. More recently there’s been a tag that’s added that includes triannual review. So, we found at least from a project tracking perspective and a compliance perspective that it’s actually better to try and just keep all the documents together and add a new package to the existing project. Karen I will pass it back over to you for the last challenge.

Karen: Okay thanks Aaron. Challenge six, our project report due dates. We’ve recently added a 90 day report due alert for IACUC and SRS projects through IRB net. This changed our adequate time for all reviews prior to the due date. We’ve customized our IRB net emails to state that all project materials must be submitted into IRB net 60 days before the report due or the expiration date. We all got a lot of emails through IRB net. So, to make sure that the report dues or expiration alerts weren't getting missed by our study team, the coordinators will often reply to these emails with specific submission guidance for the study team. They can attach our submission guides, our how to documents, our demo videos, or whatever may be needed to help the team. Next slide.  
  
So this is a sample that our template sent to the study team in reply to an IRB net generated email that just provides a little more detailed guidance. And lastly we’ve started using a whiteboard to list projects with upcoming due dates and team training status for those projects. And we review this at our morning meetings to make sure that our packages, that all the packages will be submitted in time.   
  
So we want to thank you so much for the opportunity to talk to you and for your time and attention and hopefully something shared here today will be helpful to you. So I’m going to turn it back over to Aaron for some closing comments.

Aaron: I just want to wrap up. I think we’ve all struggled with the implementation of the new review system but what we found here locally is that there are a lot of things that we were missing or not keyed into that IRB net has really brought to the front and center. So, it’s been a steep learning curve especially with having an affiliate IRB, our committee members, our investigators, research office. But, I think we’re to a point now where it would be very difficult to not maintain current operations without having this tool at our disposal. So, again happy to share any sort of best practices or documentation that we have if folks are interested. And with that, we’d be happy to take any specific questions about our implementation of IRB net here at the Madison VA.

Parker: Thank you guys and we’re going to have Brandon pull up those questions now and just a reminder to our audience. If you guys have any sort of questions here at the end, again just go down to the bottom right corner of your screen and you should see a Q&A box and just address any questions you have to all panelists.

Karen: Alright so first question about the video. So what software did you make it in? Can you load videos into the IRB net library? If not, where do you keep them? That’s a great question. I didn't, well the software used, I just created a little teams meeting and then I had, I just used our demo projects from the IRB net sandbox to make it. I just recorded a team meeting of myself. We’re not able to load any videos into the IRB net library. So right now, several people in the research office keep them and then they’re small enough that we email them to anyone requesting them. We’ve sent a list of the videos we have available in our monthly research newsletter. And then if anyone requests them, we can email them to that person or if anyone is working on a submission and is struggling with things and we’re not able to meet with them over teams, that little demo video can be sent in an email to them as well. Aaron if you had any other comments.

Aaron: No it’s the, and especially it’s working with the affiliate. Most people have VA network access but not everybody does so that’s what makes IRB net so nice that it does not have to be supported upon a VA network. So the idea of centrally housing it would be great but we just don’t have a place to do that at the moment. So this is just sort of our best case scenario for now is to share as we can.

Karen: A question is this VA site willing to share their resources that they’ve created? They are fantastic. Thank you very much. I’m sorry that we weren't able to even show the ones that we had on the earlier slide.

Aaron: Yeah I think if folks want to reach out to us individually, we’re more than happy to help. We’ve been in this environment and we’ve gotten lots of help from others as well and I think to be successful, that its’ important to be able to share resources and we’re more than happy to do that.

Karen: So another question, how is data entered into the data sheet? How do you know that they have not met training? So we have a research specialist in our office who enters all of the completion dates into the large monster spreadsheet. So she’s keeping track of completion dates in that monster spreadsheet. How do we know that they have not met training? We have everyone assigned to the training by PI group so we know which trainings they should be taking. When we have a project that’s submitted into IRB net, we have to check all of those trainings for each of those people. So we know which trainings they should have. We’ll go through what’s been submitted if anyone is missing any, then we reach out to that individual researcher and say we’re missing XYZ trainings please submit them into IRB net.

Aaron: And so our training specialist has admin access to TMS and city and we also use some training modules through the affiliate so she has admin access to be able to access their databases and verify that training has been completed or not completed. So, it’s essentially having that extra level of admin access to the various databases to confirm training.

Karen: Are there circumstances where study personnel would be required to have different groups of training for different projects they are part of. How do the admin keep track of a particular individuals requirements for that particular study? Aaron do you want to start discussion?

Aaron: Yeah I mean the short answer is yes. We do have some PIs that do both human subjects and animal work for example. At the moment this is being tracked on a per project level. So, and as well as within our monster training spreadsheet as well. So, within the spreadsheet, any training that they’re not required to take would be grayed out. So that would be one verification. But essentially the boxes that we showed to you earlier that are project specific, that’s how we would essentially track the training and it could be different that somebody is both doing human subjects research interacting with participants but also doing, processing of samples and chipping of samples so they actually need some sort of safety training to be able to do that appropriately.  
  
So, at the moment it’s tracking per project is the way we’re doing it and then the overall master tracking spreadsheet would have either things blacked out or we would be expecting a date to show up if they were required to take that training. And a lot of this is checked continuing to review time or again, if somebody is submitting a modification or a change, this is one of the things that’s reviewed within research admin before it’s sent off to the board for full reviews.

Karen: Is there a trainings and credentials tracking sheet available for pharmacists who are dispensing research pharmaceuticals? I am not sure. I don't know if Aaron has an answer.

Aaron: Yes we’ve got a pretty spectacular research pharmacist and this is all handled within their office. We do have access to all these records but now this is being tracked through the research pharmacist herself.

Karen: How did the team customize the report due alerts? So I just reached out to the IRB net support team and I sent them an email just asking what the standard, like the template language is on all of the IRB generated reports and emails that the sent. And there’s certain fields that can be customized. So then we decided with our staff what we wanted those individualized reports to say. And then I worked with the support team to customize those for our facility.

Angela: Thanks Karen. This is Angela just to follow up, the email address if you're not familiar is govsupport@irbnet.org. And the IRB net administrator at your site should have that information and be able to communicate with IRB net support.

Aaron: Yeah and just to pick up on that, we found the support team to be very responsive to any questions that we’ve ever had. So they usually get back to us within the day, if not within 24 hours. So, that’s been a nice bonus as well to have access to that resource.

Karen: Yeah they’ve been incredibly helpful. Can we get a copy of the IRB help documents? I think that was addressed earlier right Aaron?

Aaron: Yeah were happy to help and share.

Karen: What system did you use prior to transitioning to IRB net? I’ll let Aaron handle that question. When I started in the research office it was just when IRB net was going live so this is the system that I knew and I love IRB net. So, I’m not exactly sure what they did before. So, I’ll let Aaron.

Aaron: Everything was primarily paper and then with the electronic files that the affiliate uses for IRB and we had transitioned a lot of the IACUC documentation to electronic files as well. But essentially spreadsheets and paper and tracking is how we did it before. So this has been quite the transformation here and certainly very appreciative of having this all consolidated and one system that’s easy to manage and utilize. So yeah this has been a change for us.

Karen: Does the IRB application share the same application with the affiliate site? Want to take this one Aaron?

Aaron: Yes. There’s clearly an interplay between when the R&D completes for example its endorsement or the IRB does its prereview. It would be at those times where things would need to shuttle back and forth between the IRB and the R&D committee that we would ask all of the approved documentation at that point to be transferred over systems. It’s a little bit clunky but so far we’ve got pretty good response from our investigators. So, if they get to a point where the IRB has done its prereview and it’s time for the R&D committee to take a look and do an endorsement, we would ask that all of the documents that had been needed to that phase with the IRB would then be loaded into IRB net. The R&D committee would do what they would need to do.  
  
And then finally that team would take those approved documents or endorsed documents and move those back on over to the IRB for anything that they needed to complete. It would be great if there was a link automatic. But right now this is requiring the study teams to do some on their own which is a little burdensome but so far we’ve gotten pretty good response. And with the recent call to have all actions documented with an IRB net, we’ve been getting really good response from the teams in terms of uploading continuing reviews, changes of protocols and things like that. So, it’s not a perfect system but it seems to be working well with our local facility.

Karen: Are the new user requests processed through IRB net? I’m not sure I understand the question. I don't know if Angela has a comment.

Angela: Thanks Karen. So I’m assuming that this is a new IRB net user and if that is correct then that user can create their own IRB net account. They can just go to the VA’s instance at IRB net, create their user account. If this individual is a member of your research office staff, then the local IRB net administrator would then email IRB net support to request that they be granted access to your workspaces.

Karen: How do you deal with a change in PI if one leaves and other one takes over? Aaron do you want this one?

Aaron: Yeah so the documentation would have to be submitted to the required boards. If it’s an IRB protocol for example, a change in protocol would have to be initiated with the IRB. Then, after that was initiated with the IRB it would have to be submitted into IRB net for the R&D committee to review and approve that as well. We’ve had a few changeovers with at least one project. And a few other local projects. Essentially it’s just working through the process and submitting the appropriate documentation to the appropriate boards. And then once that all has been reviewed and approved, then, I can’t remember Karen was there something we had to do special to update PIs within the system?

Karen: Right the teams had to update the project, on the project overview page they have to change the PI name in the field, it’s an editable field.

Angela: And we have a guy that describes that process, it’s the PI change instructions user guide. It’s available on the site.

Aaron: Excellent. We should have used the PI change user instruction guide. We will have to download that thanks Angela.

Angela: Sure and it was just published in April so it may not have been available at the time you all were doing it.

Aaron: Okay perfect.

Karen: Not a question. You can tell the team that there’s no box offered by the VA that allows document sharing outside of the VA firewall.

Aaron: Yeah we were just made aware of this within the past week. So that actually may be a decent solution to storing videos. So, thank you for bringing that up, appreciate that.

Karen: Why use a monster spreadsheet when IRB net can easily track training and due dates? I think we have the monsters kind of set up as our big backup training tracker. We just found that some things are easy and easy to track within IRB net. Some things are easier to track outside of IRB net. I think just for us the combination of using both, like the one tracker outside of IRB net and then we can compare it to what’s been submitted into IRB net has worked well for us.

Angela: And just to follow up on what Karen just said, if those of you that are familiar with your dashboard, we are in the process of adding the training data to the dashboard. So you would be able to go in and search by an individual and see what their training record looks like. So that’s forthcoming on the field dashboards.

Karen: Oh great thank you Angela. Curious what your site is doing about exempt human research. Aaron do you want this one?

Aaron: Yes. So this is, exempt human research would be research that’s not followed by any other boards. This would require annual R&D review and approval. The way we’re tracking this is with the tags. We just ran a report this morning and it looks like we have about 15 projects that fall under that auspice. So, it’s essentially running that report from time to time, keeping a good glance on when dates are due. And this sort of plays into our whole new project board that we put together as well. Our training coordinator Mina is also helping us track in particular the exempt human research and the annual reviews that are required. So, it’s sort of been a combination of our tags and having some eyes on that from month to month.

Karen: We have a read me document in our local IRB net VAIRRS library and host an IRB net VAIRRS question and answer every Friday. We’re in the process of tweaking the reminders and alerts and are constantly improving the read me to help make it more user friendly. However, with all the resources, we are still spending a lot of time answering individual questions. How do you make your resources work for you?   
  
That’s a great question too and I think a lot of these resources just came, developed over a lot of emails too. Trying to figure out what people were struggling with. That’s why the videos are nice because they cover a wide range of questions that we were getting and just I guess feeling what I was having to tell the researchers and study teams again and again. We tried to make our how to documents really, from point A to point Z. Like that they would have no questions about the documents or the steps on the process. So to make them work for us I guess, just having that variety of things available where they’re written, a video, a Teams call, and then we’re starting our office hours. But it does, a lot of questions are so specific to individual projects that we do still spend a lot of time answering individual questions. I don't know if Aaron has any things to add.

Aaron: Ideally this would be more hands off but we find this still to be a very much support the PIs and the investigators as much as we can. So, despite having all these resources, it is common that we’ll take a call or have somebody stop by the office or it’s just easier to sit down with somebody and walk through it. They have their laptop we have our laptop. So this is not completely hands off by any means. There’s still a lot of wraparound support that comes from our office and our staff within the research office. But if anybody knows how to make that work better please let us know.

Angela: You know it occurred to me that it may be useful for us to solicit FAQs from you all. I mean if you're answering a lot of individual questions, you're probably answering the same questions at different sites. So, yeah if there questions that you get repeatedly, feel free to send those over to the vairrs@va.gov account and we can certainly add them to the FAQs that are on the site.

Aaron: Okay sounds great we can think about that and would be happy to share things that might be helpful.

Karen: What is the best way to train researchers on using IRB net? One thing that I did, when we first went live in IRB net November of 2020, I tried to meet with as many teams and PIs as I could. I was helping them with their initial submissions and then while we were in IRB net looking at their documents helping them get things uploaded, I would just point out other things in the system like this is where you go to find the committee reviews or publish board documents. This is how you share your project. This is how you upload your training. And that’s seemed to work really well.  
  
So we just met usually over Teams where we could share screens and then we addressed the immediate issue of getting their submission underway but then while we were in that same session just using the time to point out other things within IRB net that might be helpful. I’ve showed them where to find the tags, or just anything I could think of while I had that one on one time with them. And questions still come up down the road or they might forget how to upload a revised document or things like that. But I think that just giving the teams a little more information on the front end seemed to be helpful for us.   
  
Does your site have a sole gatekeeper? I think we have a team. We have our, a lot of this is handled too at our daily morning meetings which have made a huge, have really been great I guess for our site. I guess our gatekeepers I take a look at the projects for the documents, the team consistency, I have Mina help me with training and we make sure that everyone on projects has their training entered into IRB net.

Aaron: I’ll say we do meet as a team but Karen is a pretty fantastic G keeper so she’s pretty close to a sole gatekeeper here. Just credit as well.

Karen: Thanks Aaron. What is meant by the dashboard that Angela was referring to?

Angela: That’s a great question. So VAIRRS has published Power BI dashboard for every medical center on the system. You can access those dashboards in Power BI which we all have access to within the VA. If you would like to request access to your site’s dashboard, the request form is on the share point site. There’s a menu option over to the left that says field stack dashboard. Click that, it’s a very short form. You just need your site and your name and email and then we can grant you access and that way you can view your data on dashboard format. And just really quickly Ken I sent you that link in email. I can’t post a general link here in the chat box but we will make sure it goes out with the notes from today’s call.

Karen: There must be a process for utilizing box. Any time VA data is moved to a location outside the firewalls, there must be a protocol.

Angela: So, for box.com there isn’t a request process. You have to submit and it has to be reviewed. And I don’t know all the particulars. But again we can make sure the link for that request form goes out with the notes from today’s call.

Parker: It appears that would be the last question.

Angela: Alright well we still have seven minutes left if there is any last questions to come in. I want to thank Aaron and Karen for a great presentation. I hope you all have found it informative. I know I did. So again, Aaron and Karen thank you both so much for presenting today.

Aaron: No problem thank you, thank you for the opportunity.

Karen: Thank you it was our pleasure.

Aaron: Yeah but if folks are interested in materials, feel free to reach out. We’re more than happy to share.

Parker: I’m also seeing one last question, unless I missed this. Could the link be shared for VAIRRS BI dashboard?

Angela: Yes we’ll make sure that link goes out with the notes. And Parker we’ve got Dr. Clote on the call as well. Is there any way we can get over to the panelist side so she can speak?

Parker: Yes give me one second here. She should be coming online right now.

Dr. Clote: Hi everybody can you hear me?

Angela: Hi yes. Can you give me the information about the box.com process?

Dr. Clote: Sure so Erica Allick is actually building an intake portal for it. So it’ll be like DocuSign so, where you’ll be able to go to a share point site, put in the information and then that request will be routed to Herbert Ackermann who is the program manager for box.com. And then once he makes sure that your case, that box will work for you, he then sends the information to me and I take a look at it from a funding standpoint. Currently we are centrally funding all of the uses of box.com to facilitate transfer of data between us and the university or whoever. In order to use it, you do need to have your enterprise data research security plan, your ERDSP updated. You need to make sure that you have IRB or RDC approval as needed. If you need to change your consent form, that lets participants of the research study know that their data are going to be going outside of the VA.  
  
All those things will have to be looked at when you're going to use box. But again we are funding the use of it to try to be of help. So, before the ready, you can go ahead and use or contact Herbert Ackermann and I had put his name in the chat. He has two N’s at the end of Ackermann. And he will get you started but hopefully the portal will be up within the next two to three weeks. We had a presentation on what were the uses of box. And that, I don’t think was recorded because I think it was done by Herbert Ackermann’s office on Teams. But we certainly could ask him to do another webinar on it. And hopefully you all know that DocuSign is available for use to electronically consent subjects into research. That also right now is paid for by ORD. So, if you have a VA project and you need to remotely consent people, please use the DocuSign portal and we can send you the link to that.

Aaron: So we have taken advantage of that but definitely interested in figuring out box. So, thanks for all that information doctor.

Dr. Clote: Sure. Well I just wanted to really chime in and say thanks so much for participating in this series and sharing your experience. Transitioning systems is hard although you guys came from paper from what I hear. So, not as hard as if you came from a system that you acquired and customized and loved and have to switch to something that may not appear to have all the bells and whistles that you use to have. But we’re doing this for the greater good of the enterprise. And just want to thank you again for taking the time to share your experience and we’re always looking for ways to improve. Angie and her team have done an amazing job in communicating and getting the word out and they just would love to figure out how to help even more. So, thanks a lot.

Aaron: Yep thanks for having us and thanks for all you’ve done to provide resources to us here in the field as well. It’s been a two way street and we’re very appreciative.

Parker: Thank you Aaron and I don't think I could have said it better than Dr. Clote so I think we’ll just leave it at that and remind everyone if they could, please fill out the survey as they exit the webinar. Thank you to our panelists and thank you to all of the guests for attending. Have a great afternoon everybody.