September Webinar

Question & Answer

September 20, 2022

1. **Does IRBNet send out notifications regarding expiring training records?**

   Although that capability exists within VA's instance of IRBNet (VAIRRS), the Office of Research Protections, Policy, and Education (ORPP&E) has not enabled notifications for training records under the assumption that the original systems – the Collaborative Institutional Training Initiative (CITI) or VA's Talent Management System (TMS) – already sends those reminders.

2. **How are tags attached to a project?**

   To add a tag to a project, go to the *My Projects* page and hover over the T icon next to the project title until the "Add and Remove Tags" option appears. Click on the "Add and Remove Tags" option to add a tag to that project.

3. **How are tags created?**

   To create a tag or update an existing tag, go to the *My Projects* page and click on the "Create and Manage Tags" link.

4. **What is the best way to update a Project Cover Sheet (PCS) and add it to IRBNet? Does a new package need to be created or can a user edit an existing wizard from the initial package-1?**

   The user would have to create a new package within their project, edit a completed PCS wizard from a previous package and then attach the updated wizard to the current package. Do not create a new project or attempt to update an existing package unless the package has been unlocked.

5. **What if an initial package is not approved and needs revisions, does that need to be done under a new package name? If the revisions are done within package-1, will the original documents still exist in the system to show the review history of the project?**

   It is suggested that users complete revisions within a new package. When a new package is created, users have the ability to go back and edit a document from a previous package. However, users should follow all instructions that have been provided by the local administrator.

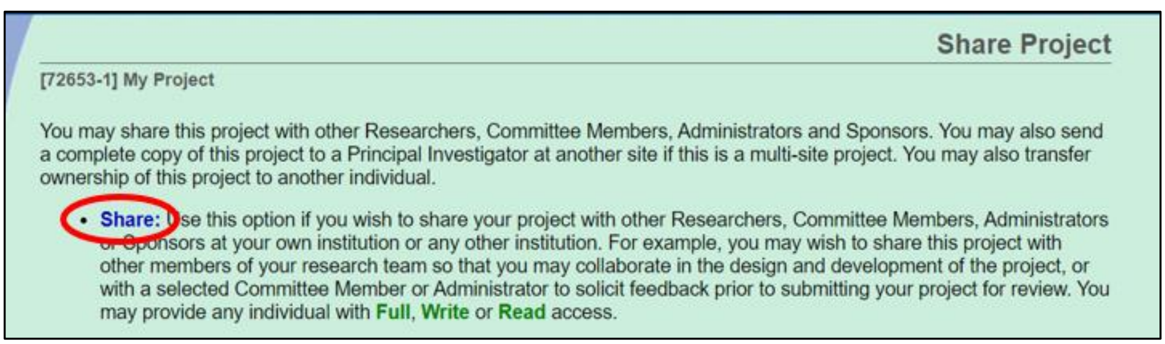
   In order to generate a version history when editing a document, users should click on the pencil icon  located next to that document.

6. **Are board administrators and/or reviewers able to view an individual's comments in the project notes section?**

   If a researcher adds project notes, those project notes stay with that researcher. They are not visible to the administrator and/or reviewer.

7. **How do users share a project, such as when a local site investigator shares with a coordinator to fill out the rest of a project submission?**

   A brief summary of the steps are as follows: (1) select "Share this Project" from the menu on the left-hand side of the *Project Overview* page; (2) select the blue "Share" link; (3) select or enter the relevant institution; and (4) select the name of the user at that institution to share the project with that individual.



8. **When users renew training the following year, should they upload that certificate as new or should they replace the old certificate with the new certificate?**

   Users should replace their old training certificate with the new certificate. To do so, users would click on the pencil icon  next to the training record that needs to be updated and upload their new certificate.

9. **Is it possible to get more names of uploaded documents? The "Other" option is used too much. For example, "Research Staff form" would be a useful designation.**

The Office of Research Protections, Policy, and Education (ORPP&E) cannot mandate that other options be added to the system, but they are providing feedback and recommendations to IRBNet so that those options can be added in the future. However, due to the nature of the contract, ORPP&E cannot make that request now.

10. **Where can someone access a recording of this presentation?**

    A recording of this webinar can be found in the ORPP&E Webinar Archive. This is a rebroadcast of the IRBNet Basics for Investigators webinar, originally hosted on May 24, 2022.

11. **Does a study team have access to a principal investigator (PI) or coordinator's training certification link, given that projects are shared?**

    The *Training & Credentials* section is only available to the owner of the account.

12. **Does the system track timing of submissions, reviews, response to review and approval?**

    Yes. Review metrics are available to the research office by requesting the Review Process Insight Report from IRBNet (govsupport@irbnet.org).

13. **If a team member does not use the pencil function to upload a revised document, can a research administrator correct this? If not, should they send back the package unlocked and ask the study team to correct the document?**

    Yes, the administrator can correct this by using the “Drag and Drop” function to create versioning on a submitted document. For more information on utilizing this function, users can reference the IRBNet “Drag and Drop” resource document located on the VAIRRS SharePoint site.

14. **How can an individual start Collaborative Institutional Training Initiative (CITI) training?**

    Please contact the local research office for information on training requirements.