Katrina Young: Alright, thank you Parker. Welcome everyone to the September VAIRRS webinar. And Kat if you could go to the next slide. Okay, so I’m going to cover some important announcements before we get into the presentation. The first being that ORD has officially launched the COVID-19 dashboard. And if you’re on the VA network, you can access the dashboard now. Also, it’s also available to a nonpublic…well, a public audience on the link below. So on varesearch.gov. You’ll be able to access that dashboard publicly. Another announcement, the VAIRRS change control board effective September 6.   
  
The intake process for the change control board was updated. So we’re no longer accepting any change requests via email. So you must complete the VAIRRS CCB request form on the VAIRRS SharePoint. And last but not least, we’re excited to announce that VAEDA, which is the VA Electronic Determination Aid will launch tomorrow. And if you’re interested in learning more about VAEDA or implementing it at your facility, please join our webinar tomorrow. And as always, subscribe to the VAIRRS newsletter and program update to keep up with important announcements for the program. Alright, so we can get into our actual presentation.   
  
And as Parker said, this presentation is recorded. Is prerecorded and will be playing back that recording. So at the top of your screen, you can use the zoom in function to get a full view of the actual recording. And Parker, amended anything if I stated that incorrectly.

Parker Cunneen: No, that sounds right. And I would just recommend folks, if you zoom in twice or roughly to 60 percent and sort of adjust your screen, you should be able to get a pretty good view of just the presentation and get rid of that blank space and the names on top. Mileage will vary here depending on your computer.

Katrina Young: Alrighty, Katrina are we ready to start?

Kathryn Varga: Yes, Kat. We’re ready to go. Thank you.

Angela Foster: Alright, so let’s get started for today’s presentation. And if we can go to the…through all of the steps relevant for the investigator including the very beginning accessing and enrolling in IRBNet. We’ll walk through the interfaces for the researchers including your My Projects page, your user profile page. We’ll talk about the project versus package structure in IRBNet and then walked through the steps of creating a new package or project and also talk about the stats when you have to do a revised package or a response package. Next slide please.   
  
Okay, so for our introduction, what is VAIRRS? The VA Innovation Research and Review System is a platform that runs on IRBNet. IRBNet is the tool that is used for the submission of your applications as well as to manage the committee that reviews those applications. Now also included in the VAIRRS platform is our website, our SharePoint portal which contains all of the training resources that are available to you related IRBNet and VAIRRS. And it also includes our Power BI dashboards. Now many of you if you are investigators or researchers may not have access to the Power BI dashboards. However, the research office as well as ORD leadership do use these dashboards. We just published them about a month ago, so we’re all getting into the practice of using them. However, all of the data generated in IRBNet fuels our dashboards, so it’s very important to go back to the wizard completion. It’s very important that you complete your wizards so that we to have accurate data reflected on our Power BI dashboards. Next slide please.   
  
So now that we’ve gone through just the basics of what is VAIRRS, will talk about IRBNet specifically. And our first subject will be, how to access and enroll in IRBNet. Next slide please. Okay, so to access IRBNet, you’ll need to go to VA’s instance of IRBNet which is located at gov.irbnet.org. This is different from the commercial IRBNet platform, so it’s very important that you go to the correct address, gov.irbnet.org to access VA’s instance of IRBNet. We are able to log into IRBNet outside of the VA network. You will need your username and password of course to do that, or if you are within the VA’s network you can login using your PIV card. And there is a blue link in the middle of the page that says PIV card. You would click that link and be able to login using just your PIV password. Next slide please.   
  
Once you have access to VA’s instance of IRBNet, you can register for your account. Now when registering for your account, you will have to affiliate to a VA facility. You will select your primary VA facility from the drop-down, your research institution or organization. Now if you are affiliated with more than one medical center, you will have the option in your user profile to affiliate with multiple medical centers and we’ll walk through that in a later slide. But for your initial registration, you’ll want to make sure that you select the primary medical center to which you are affiliated. Next slide please.   
  
And now let’s move into our user profile and discuss what you’ll see once you have successfully enroll in IRBNet. Next slide. Thank you. So here we have our user profile and as I just stated, you have the option using the add an affiliation link to affiliate your account with multiple VA medical centers. And once you affiliate with multiple centers, you will then be able to access the libraries and documents for that medical center. You’ll also be able to submit a package to that facility. So it’s again important if you are affiliated with more than one medical center to add each of those to your profile. Next slide please.   
  
Secondly, in your user profile, you can add external accounts. So currently we are integrated with the CITI Training Program, and you can affiliate your IRBNet account with your CITI account by entering your CITI member ID. Doing so will allow IRBNet to automatically download your CITI training records. Soon we will also be able to integrate with TMS, which is the VA’s learning platform. Right now that option is not available, but again, in the next couple of weeks we will be issuing an announcement to let everyone know once the TMS integration is complete and the steps to add that account, your TMS account to your IRBNet profile. I also want to highlight over to the right; you can see this screenshot of the SharePoint site. On that SharePoint site, we do have training documents that walk you through the process of affiliating your IRBNet account to your CITI training account. Next slide please.   
  
Moving on. The user profile page, there’s also a link to add training and credentialing records. Now this is the manual process for updating those records. In order to do so, in the bottom left corner, you’ll see a screenshot of a user profile that has training records uploaded already. At the bottom of that screenshot, you’ll see an option that says none of these. That’s the option that you’ll want to select when you’re uploading a new training or credentialing record. If you’ve not uploaded any records before, this may be the only option you see.   
  
If you’ve already uploaded training records, then it would be at the bottom of that list. And if you are adding a new record, you’ll select the none of these options and then that’s going to take you to the file dialogue, the standard file upload dialogue where you can upload those attachments to your training profile. You’ll be able to select a document type, enter a description for that document, and most importantly, you will be able to enter the effective and expiration dates. And it’s important to note that once you’ve uploaded the record, you must also submit the record.   
  
And you can see in the screenshot to the right, there is a blue submit link. That is the link that you will need to click to alert your local administrator that you’ve uploaded a training record or credentialing record to your profile, and it will allow the administrator to accept that record. If you don’t select the submit button, then your training record will just sit in your user profile and the administrator will not have the capability of accepting that training record. So again, once you’ve enrolled in IRBNet, accessed your user profile, you do have the option of manually adding training records. You will upload that training record and submit the training record to your local administrator. Next slide please.   
  
Okay, so those were the highlights for the user profile mainly linking to your CITI account as well as manually uploading your training records. Now we’ll move into the main interface for researchers which is the My Projects page. Next slide please. Okay, so on the My Projects page there are a number of items that we will discuss. Your notifications which are labeled My Reminders with the little red number. That’s to signify the number of notifications that you have pending. There is the libraries button which is labeled Forms and Templates. We’ll also discuss the search options that are available to you and of course, the main portion of the page, which is your project list, we’ll talk about ways that you can organize your project list to make its more efficient. Next slide please.   
  
Okay, so for notifications and reminders, you will receive your notifications in IRBNet as noted here with the red numbers. And you will also receive your notifications in your VA Outlook account. Now we’ve heard a lot of feedback about the number of notifications that are generated by IRBNet, and we encourage users to set up Outlook rules to manage those notifications. You can have the notifications automatically forwarded to a certain folder so that your inbox is not clogged. And that’s really the best way to organize your Outlook inbox so that the IRBNet notifications don’t consume or overtake all of your other emails.   
  
Within IRBNet, you can also silence your reminders by selecting the link up at the at the top of the table in the first screenshot, and that will essentially clear out that little red number so that you’re not showing 2,000 unopened notifications. It won’t stop the notifications from arriving in your inbox, but it will clear out that number showing you have any notifications that you have. Now in order to see the notification itself, you can click on the blue project title which will open the notification and it appears here in the screenshot to the right. And this is the same message that was sent to the users Outlook account. It details the subject, the IRBNet ID for the project, and in some cases the sites have customize these notifications so the way that they’re appearing here in my screenshot may not be the way they appear in your IRBNet. It’s really dependent on how or if your local site has customized the notifications that are generated in IRBNet. Next slide please.   
  
Your search options. So within IRBNet, you can use the search field which is a string search field by entering any portion of the project title to retrieve your project. There’s also an organization feature that we’ll go into more detail about, which is your tags. And you can see in this screenshot, I’ve apply different tags to the projects in my IRBNet. If you are using your tags, then you can also search by those tags. And that is the second search option field. Here this is a drop-down field and opening that drop-down field will show you all of the tags that you have created and allow you to pull up projects in your project list based on those tags. So we do encourage users whether you are a researcher or an administrator to use the tag function. It is very helpful when you have a long list of projects to quickly identify what is most important or what is relevant for what you’re looking for at that time. And it also again allows you to search using your tags. Next slide please.   
  
Okay, and now we’ll talk about the Form and Templates button. The Form Templates button is going to open your forms and templates page. Again, if you are affiliated with multiple VAs, then you will be able to select the VA that you are wanting to look at the forms for from this select a library drop down. You can also select the Central IRB if you have a study that’s active at the IRB, Central IRB or you’re putting together a package to be submitted to the Central IRB, you can select the Central IRB from this drop-down. Once you select the institution, then all of the library documents that are available to you from that institution will appear in the list here first screenshot. Again, each institution may have a different set of documents available.   
  
The standard ORPP&E library is also available from this drop-down. If your institution has instructed you to pull a form template from the standard library, you would select that ORPP&E library and all of the documents available to you will again appear in the list shown on your screen. There is a guide that walks you through the process of navigating through the different libraries. That guide is shown on the right in the screenshot of their SharePoint portal, it’s very helpful when you have multiple libraries to get in the practice of navigating to those different libraries.   
  
It is unfortunate when a package is submitted using a document from the wrong library and then that package has to be revised. So again, you are encouraged to access this library guide so that you will be familiar with the process and know how to get to the library that’s relevant for your submission. Also available from the forms and templates page are the electronic wizards that are available to you. In the screenshot you can see the IRB information sheet and project cover sheet wizards listed. Now these are not links, they’re just showing you which wizards are available to you. We’ll actually walk through how you would access the wizard in a later slide. Next slide please.   
  
So to revisit for the tags again, very, very helpful in organizing your workspace. The create and manage tags allow you to create and manage your own tags that are available only to you so that you can organize your workspace however you would like. And for multiple study team members, each person that’s shared on a particular project can have their own set of tags. So again, from the researcher or study team perspective, each user who’s shared on the project can have their own set of tags. Committee administrators, it’s a little different. You can set up a tag that is applied globally so that if new packages arrive in your workspace, then those new packages will automatically be assigned the tag for that project. Next slide please.  
  
Alright. So that concludes the highlight for the My Projects page. Now let’s talk about the differences between a project and a package. Next slide please. So this diagram is intended to display the relationship between projects and packages. So the uppermost box is our approved project. This is our package one. That initial study application that was submitted in IRBNet. It generated an IRBNet ID with a dash one at the end of the IRBNet ID. Once that initial package is submitted, if any subsequent packages are created within that project whether it’s an amendment or a reportable event or a response package, the IRBNet ID for that new package is going to increase by increments of one.   
  
So the first time you create a package or a project, your IRBNet ID will have a dash one. Now if you go into that project and create a new package, your IRBNet ID will have a dash two and every package created after that will have an IRBNet ID that increases by one increment. All of these boxes on the diagram are connected in the database. They’re all related. If you open package one, you can see the history or all packages that have been created. And the same if you open package four. You can see all of the previous packages that have been created within that project. Next slide please.   
  
If you have a study that’s under the oversight of the Central IRB, the structure is the same. However, each LSI as well as the PI will have their own IRBNet ID as well as their own package history within their IRBNet project. So for instance, the PI project will have its initial package and be assigned an IRBNet ID. When that PI project is approved and they create an LSI project, that LSI project will have a totally separate IRBNet ID and a totally separate numbering sequence. The dash one, dash two, dash three that follows within the IRBNet ID. If there is a second LSI project, that second LSI project will also have its own IRBNet ID and its own numbering package one, two, three, and four and so on for every package that it submits. We are able to see in the backend of IRBNet that these projects are related, and you will be able to see within the interface that the projects are related using the link site non-link site field or by looking on the project overview page and from project overview page, you can see all of the sites that are linked in a multisite project. Next slide please.   
  
So this slide summarizes when a project is required versus when a package is required. So for a new study application, again, you are going to create a new prop debt. And we’ll walk through that process. If you are creating a new study action or a revised submission within an already established project, then you will create a new package. If you are creating a new LSI application, then the PI site is going to create a new project for that LSI application. And I know it may sound confusing. I’m just going through it verbally, but as you use the system, you’ll become accustomed to the difference between your project impact \_\_\_\_\_ [00:31:13]. But again, if you can just remember, if you’re creating a whole new study application, then you’ll want to create a new project. If you’re creating a subsequent action within an already established project, then you’ll want to create a new package. Next slide please.   
  
So now that we’ve discussed the difference between project and packages, let’s walk through the process of creating a new project or package. Next slide please. Creating a new project. There is a button on the main menu labeled Create New Project. And as it’s labeled, this is the button that you’ll want to select when you are creating a brand-new study application. Next slide please. Once you create a new project, you’ll open your project information page. From your project information page, you can again select a research institution and any institution that you are affiliated with from your user profile will be available in the research institution drop down. You can enter your project title, investigator’s name, keywords relevant for your study, sponsor, and if you have an internal reference number that you’re using to track your projects you can enter that number in the internal reference number field. Next slide please.   
  
Now if you are creating a new package within an established project, you will select the create a new package button. It’s much further down on the menu from create a new project. It is within your project administration menu and it’s only available if you have an established project open. So if you are looking at your My Projects page, you will not have the option to create a new package. Only if you have an established project open can you create a new package. Next slide please. Now whether you are creating a new project or creating a new package, both will lead you to the designer page. This is the primary page where you are going to build your submission package. We’ll walk through the different highlights for this page, but just to give you a preview, there is your project notes section which is at the top of the screenshot.   
  
Here you can insert any notes that are relevant for your project. Your select a library drop down, again, you’re going to select the institution to which you are submitting. All institutions to which you are affiliated will appear in your drop-down. Once you select the institution, then you will select the document that you are going to complete. After you select your document from the drop-down, you’ll select the download button, download the document to your computer, complete, and upload. And we’ll talk about that process a little more in a later slide. You can also link your training records to the submission. You have your option to start a wizard, and this is where you would complete the project cover sheet or IRB information sheet wizard. Or you can attach a document. And this is if you need to upload a document from your computer versus the wizard button, which is an online document that she complete within IRBNet. Next slide please.   
  
So let’s walk through the steps for completing and submitting a package. There are six steps to complete once you have gotten through the initial project information page. We’ll walk through each step and at the conclusion, we’ll talk about what needs to happen if you have a revised or response package. Next slide please. So our first step is uploading study documents. And we went through this briefly in the previous slide, but again, it’s important that you select the institution. From the next drop-down, you can select the document that you wish to complete and download that document. Once you’ve completed the document on your computer outside of IRBNet, you can then attach that completed document to your submission package. The library access guide here is highlighted again for you. We just want to impress upon you that this resource is available for you on the VAIRRS SharePoint portal. It will walk you through the process of navigating the different libraries. Next slide please.   
  
Step two. After you’ve uploaded your documents, the next step is to complete the appropriate wizards. So to complete your wizard, the first thing that you will do is select the Start a Wizard button. From there, you can select the wizard that you wish to complete. Once I select the wizard that I’d like to complete, in the upper right-hand corner you’ll see a screenshot of the introduction screen for the project cover sheet wizard. This screenshot is just the first page of the wizard. You’ll want to complete the entire wizard going through all of the questions. We do also have a wizard guide available on the SharePoint site and we are also in the process of updating the project cover sheet wizard within IRBNet to include additional tools to help you through the wizard.   
  
There are tooltips, clarified instructions, as well as menu popovers that will be available to you to help you with each question that’s presented in the wizard. Once you have completed all of the questions, you will save and exit the wizard and it will be attached automatically to your submission package. You do have the option of viewing the attached wizard by using the paper icon. You can select the pencil icon if you need to go back and make a change to the wizard, or the red X icon will allow you to delete the whole wizard from your package. And if you need it, you could start fresh by clicking the Start a Wizard button and starting over again. Alright, next slide please.   
  
Once you’ve uploaded your documents whether that’s through the manual upload process or by completing an online wizard, you’ll see all of those documents on your designer page. Most likely you’ll have a combination of online wizard as well as uploaded documents. But this screenshot is just meant to show you what a completed section or completed designer page would look like with both an online document, which is your project cover sheet and an uploaded document, which is the sample form here you see in application form. Next slide please.   
  
Step three. After you’ve uploaded your documents, you can now link training records to your submission package. You’ll do this by clicking the link training records in blue highlight. That is going to open your link training and credentials page. From here you can select any of those training credentials that have been uploaded to your user profile. And over to the right you can see the status of those training or credentialing records. And this is just highlighted to show you that if you had not click the submit button that we talked about earlier, you would not see where your training record has been accepted. So again, just to reiterate the importance of clicking that submit button once you’ve uploaded a training record so that your administrator will have the opportunity to accept that training record and then you can then link it to your submission package. Next slide please.  
  
Step four. Now that you’ve got your documents uploaded, your training records are linked, you can share the project with study team members. In order to share with a study team member or another user, you will select that first share option. If you are a PI site and you need to share with an LSI to create that LSI application, you will select the multisite share option. In the event that a PI is leaving a project and the project needs to be transferred to another user, you would choose that transfer link. It’s not really relevant for this particular workflow where we’re going through any package, but I just wanted to make sure that I just gave some information on all of the sharing links. So again, to share with another user, you’ll select the first share. To share for a multisite project, you’ll use multisite. And to transfer the project to another VA…another IRBNet user, you’ll select the transfer highlight. Next slide please.

Now that you shared your project with your study team members, you can sign the package. Now this is not the same thing as signing the individual forms within the package. This Sign this Package button certifies within IRBNet that you as the PI are aware of this package and certifying that you are knowledgeable the package is being submitted and what the package contains. You will want to refer to your local policy when it comes to signing the package. For the Central IRB, that new study application must be signed by the researcher or the investigator. For subsequent apt actions, continuing reviews, amendments a study team member may sign on behalf of the principal investigator using the Designee Signature Mode. But again, you will want to refer to your local guidance as far as whose signature is required on a package. Next slide please.   
  
The final step. Submitting the package. Again, if you’re affiliated with the site, it will show up in your default boards here in the first screenshot. You can also insert any portion of the medical centers name or location in the search for an organization field to bring up other medical centers or research programs if you are submitting to a different research program. If you do need to search again, you can enter any portion of the name or the location, select search and that institution will show up in the select a board field. Once you select the board or center to where you’re submitting, you can select the submission type, enter any comments, and click submit. Once you click submit, your package is sent forward to that institution, and it will proceed through the review process. Next slide please.   
  
So those were the six steps for creating and submitting a new project or package. Now we’ll talk about what happens when you need to revise a package. Next slide please. And I’m going to try and go through these next slides fairly quickly as we are getting close on time, and I want to allow some of Q&A time at the end of the presentation. So all packages within IRBNet are automatically locked upon submission and that locked term means that once you click that submit button and your package gets sent to the research office, you cannot make any changes to that package. The research office may unlock the package if there needs to be some revisions made prior to review. If that package is unlocked, you will receive a notification from the administrator that includes instructions or an explanation as to why the package has been unlocked.   
  
For response packages, if you receive a board action of information required or modifications required, that may require you to create a response package. In the event that you need to do that, you will go into your established project and create a new package. But we’ll walk through that process briefly. Next slide please. So for an unlocked package, again, you’ll receive a notification if one of your packages is unlocked. But let’s say you missed that notification. You have all of your IRBNet notifications going to a certain folder, and you haven’t checked that folder for today, if you login into IRBNet and you see the lock symbol next to your project is red and appears as unlocked, that means your package has been unlocked. You can just click the little red symbol to get more information on why your package was unlocked. But the process going forward will be to correct whatever needs to be corrected within your package and then you will mark your package as complete so that the administrator knows you’ve completed your updates. Next slide please.   
  
And once you click that red padlock symbol, your designer page will open which is your first screenshot here, and you can see it says unlocked. Revisions pending. That view history link next to the red unlocked revisions pending will open your locked history log, and that’s going to show you the message from the administrator, the board that unlocked the package, and the date and time, and who unlocked it. Again, if you miss the notification, you can always go to your view history to see the message or you can go to your My Reminders and open the actual notification that was sent to you when the package was unlocked. Next slide please. So now that you have opened the view history, you’ve seen the instructions from the administrator or the guidance from the administrator about why your package was unlocked, at this point you can either use the pencil icon to replace an uploaded document or to edit a wizard. Or you can select the red X to just remove the document in its entirety from your package. Next slide please.   
  
The final step in the revision process is to mark your revisions complete. Again, if you do not select this, the administrator will not know that your updates are done. The package will remain in unlocked status, and it will not proceed further to review. So again, please remember to mark your revisions complete. That is going to start the clock again and it’s going to move your package forward, notify your administrator letting them know that all of the updates are completed. Next slide please. Response packages. So the steps for a response package, you will reference the board document that was published for details on the requirements whether it’s more information or modifications.   
  
Within your established project you will create a new package and once you create that new package, you’ll follow the instructions from your board document for what you need to do in that new package and then you will submit the new package. So basically following the same steps as if you were creating a new package that we went through earlier, only this time you’re going to follow the instructions that were in the board document so that you can provide whatever information was missing from your original package. Next slide please. The difference here is that because we’re creating a second package, we can pull documents from that original package. If you use the pencil icon to pull a document from a previous package into your current package, IRBNet will maintain a version history for that particular document. And that’s going to be very helpful for your committee members when they are reviewing your package. Next slide please.   
  
So that concludes the content for the presentation. The revised package once you have made the updates, uploaded the documents, followed the instructions from your administrator; you will follow through with the same steps for submitting that response package. All of the steps are the same as what we went through at the beginning of the presentation for creating and submitting the package. This slide the VAIRRS resources just highlights the available resources available to you. Again, the SharePoint portal has a number of resources for researchers, and we are working on creating training pathways and kind reorganizing the SharePoint site to make those resources readily available and easy to find. Next slide.   
  
Okay, so we’ve got two minutes left. We can switch over to our Q&A now and if we are not able to get through all of the questions, we will respond with all of the….

Angela Foster: Thanks Brandon. Hi everyone. This is Angie and I’ll try to get through as many questions as possible. Those that we cannot address live we will send out a copy of all of the question and answers and have that posted as well with the video. Are we supposed to get email notifications from IRBNet about expired training records? If you are supposed to, what if someone has not been getting these notifications? So we have not enabled email notifications for training records under the assumption that the original system either CITI or TMS will be sending those reminders. That capability does exist. However, we just have not enabled it in our instance of IRBNet.   
  
Next question please. I see how to create a tag, but how do you attach it to a project? So for a researcher on the My Projects page, in your list of projects, there is a little T icon next to the project title. That icon if you hover over it will set a popup add and remove tags and that is how you apply a tag to a project. When you click submit under training, how does the system determine who the administrator is? So the system will prompt you to select the board to which you want to submit your training record and then from there the system will know who those administrators are assigned to that board.   
  
How do we create a tag? So there again on your My Projects page, there is above your table with your project listed, there is a link create and manage tags and that is what you would click to go in and create or update your existing tag. I understand we need to keep the VAIRRS project coversheet wizard form updated throughout the life of the project. I know how to edit the wizard form, but what is the best way to add it to IRBNet? For example, do we need to create a new package or do we just go in and edit the existing wizard from the initial package? So first you will create a new package and then the next step would be to edit the wizard from an initial or previous package. You don’t want to create a new project and you don’t want to go into an existing package. You would create a new package within your project and from there you would edit your previously created wizard.   
  
What if an initial package is not approved and needs revisions? Is that done under a new package? If done within package one, will be original documents still exist in the system to show you the review history of the project? So I’ll answer this second part first. Well, it should be done in a new package. That is the suggested practice. However, you will always want to follow the instructions from your administrator. In order to preserve the versioning for a document if you are editing that document, you will want to click the pencil icon next to that document and that will then maintain the versioning for that document. But again, follow directions from your administrator. The suggested best practice whenever you’re doing a response is to create…I’m sorry the best practice is to create a new package. When you create a new package, you have the ability to go back and edit a document from a previous package. Next question please.   
  
I understand we need to keep the project coversheet updated throughout the life of the project. What is the best way to do that? Do we create a new package, or can we just go into be initial package? So this is really the same question. And it’s expected that the project coversheet would be updated at the time that you’re submitting a study action whether that be an amendment. And at that time, you can edit a previously completed coversheet and attach it to that current package. Next slide please. If project’s notes section is used, does a board administrator and/or reviewer see those notes? So if the researcher adds project notes, those project notes stay with the researcher, and they do not go over to the board. Before we send out the written questions and answers, I’m going to verify that, but I don’t believe that the project notes will be visible to the administrator or reviewer.   
  
Please demonstrate sharing a project such as when the LSI share with coordinators to fill out the rest of the project submission. So I’ll go through the steps really quickly. You will select share this project from your menu on the left, you would select the blue share link, then you select or enter the institution, and then you would select the user at that institution to which you want to share your project. And let’s try to get one more question in. When we renew training in the following year, do we upload that certificate as new or do we somehow replace the old certificate with the new one? Yes. You will replace your old certificate and that same pencil icon is located in your training record next to the row or in the row for the training record you want to update. You would select that pencil icon and then upload the new certificate. Alright. We have time for one more?

Parker Cunneen: I think so.

Angela Foster: Okay. How can one get more names of uploaded documents? Seems like others use \_\_\_\_\_ [01:01:58] too much. So we cannot change the system. However, we have provided this feedback to IRB that our users would like the ability to refine that document list. If they do decide to update that list in future releases, then I expect that we would have the opportunity to get some input. Alright, so we’re at 3:00 now. I’ll turn it over to you Parker to close us out. Thanks everyone.

Parker Cunneen: Thank you Angie for answering those questions. And as she mentioned, all the unanswered questions we will get to the VAIRRS team and have them follow up with folks either directly or post the answers to our webinar archive page along with the recording of today’s presentation. Just want to thank the panelists for being here and thank the attendees as well for joining us and have a good afternoon everyone.