



# VAIRRS Wizards Navigational Guide

Version 1.0

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VA Innovation and Research Review System  
Office of Research Protections, Policy, and Education

## **Abstract**

The VAIRRS Wizards (e.g., Project Cover Sheet, IRB Information Sheet, etc.) are informational documents that consolidate **essential** descriptive data points for all active projects uploaded to IRBNet and all new study applications. This Navigational Guide aims to walk the user through how to access, navigate and edit questions needed to complete wizards.

# Overview

The VA Innovation and Research Review System (VAIRRS) Wizards Navigational Guide is a handbook designed to provide VA investigators and study teams with a tool to aid the completion of the VAIRRS Project Cover Sheet Wizard, IRB Information Sheet Wizard and any additional wizards within IRBNet. The wizards serve as a mechanism for principal investigators (PIs) and study teams to document the defining attributes of their research study and to collect information on funding, project personnel and project characteristics. In addition, the Office of Research and Development (ORD) leadership rely on the information provided by the wizards to access and audit research data from the field.

ORD is dedicated to building an integrated research architecture that supports the seamless and effective implementation of a enterprise research regulatory system. With IRBNet as the unified platform, VA Research achieves synergies between all VA Medical Centers (VAMCs), generating one authoritative enterprise data set that provides ORD leadership with a

comprehensive overview of the activities conducted at the field level at any point in time. The enterprise data set is visualized in dashboards, which are tools that are institutionalized to support oversight of individual facility programs at the committee level. This vision is only achievable through the successful completion of the wizards.

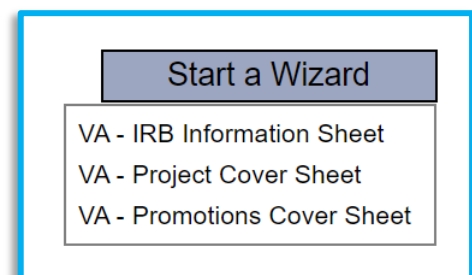
As part of the comprehensive review process, the VAIRRS Wizards Navigational Guide introduces descriptive language to help stakeholders navigate the online wizards in [gov.irbnet.org](http://gov.irbnet.org). This document provides stakeholders with procedures, supplemental information and examples for completing the wizards.

Appointed study personnel are required to submit the wizards for each active and new study. VAIRRS advises research personnel to complete the wizards as each study is submitted for approval, as well as when any change occurs to the study that affects the original wizard responses.

## Accessing the Wizards

To access a wizard, the user should log in to [gov.irbnet.org](http://gov.irbnet.org) with the relevant credentials and select the active study they are targeting from **“My Projects”** on the left-hand toolbar.

From the **Designer** page, the user should select the respective wizard they wish to complete from the **“Start a Wizard”** drop-down menu.



## Navigating the Wizards

To get started, the user can either **create a wizard from scratch** or clone an **existing wizard**. Cloning allows the user to duplicate a previously completed wizard and modify the details for the current project.

Once selected, follow the prompts through the wizard by selecting **“Next”** after completing each step.

- **Preview Feature**

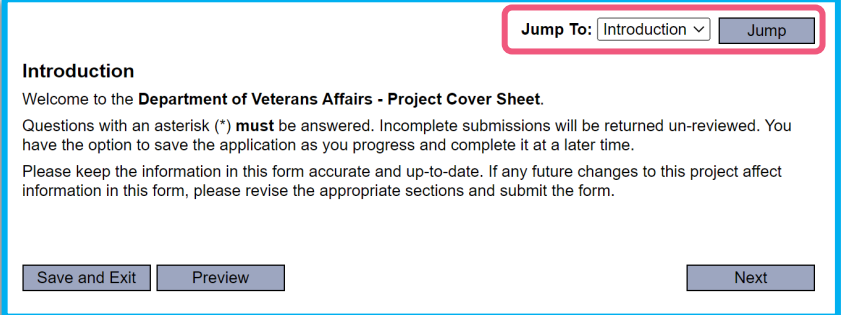
The preview feature allows the user to view inputs before submitting, in case there is a need to make edits.

- **Save and Exit**

Questions with an asterisk (\*) must be answered to proceed. Users have the option to save the wizard at any stage of the process and can return to the wizard to complete it later by clicking the **Save and Exit** button.

- **Jump To**

The **“Jump To”** feature allows users to navigate the wizard section by section. If any future changes to the project affect the information in the wizard, users can utilize the **“Jump To”** feature to edit sections of the wizard.



Refer to the individual wizards for step-by-step instructions and detailed explanations on how to populate the form.

## Viewing a Completed Wizard

When the user clicks the **Save and Exit** button, the wizard is saved as part of the submission package. Once the completed wizard is listed in the **“Documents in the Package”** section, the wizard is attached to the submission package.

The user may complete additional wizards by selecting the **“Start a Wizard”** button and/or upload study documents using the **“Attach New Document”** button.

After a wizard is completed, the user can view the PDF version by clicking the **“Document”** icon. The document name, data and timestamp help the user identify and select the document to view.



Document Type	Description	Last Modified
VA - Project Cover Sheet	VA - Project Cover Sheet	06/05/2022 08:26 PM

## Document Revision History

In addition to viewing a completed wizard, users are also able to view the history of the document. Clicking on the **“Document Revision History”** icon will open all previous versions of the wizard.

Documents in this Package:

Document Type	Description	Last Modified	
VA - Project Cover Sheet	VA - Project Cover Sheet	06/05/2022 08:26 PM	  

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

OR  (When should I do this?)

## Editing a Completed Wizard

A wizard can be edited even after completion. Clicking on the **“Pencil”** icon will open the completed wizard, allowing the user to edit and save any updates.

Documents in this Package:

Document Type	Description	Last Modified	
VA - Project Cover Sheet	VA - Project Cover Sheet	06/05/2022 08:26 PM	  


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

OR  (When should I do this?)

## Deleting a Completed Wizard

To delete a completed wizard, click on the **“X”** icon.

Documents in this Package:

Document Type	Description	Last Modified	
VA - Project Cover Sheet	VA - Project Cover Sheet	06/05/2022 08:26 PM	  

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

OR  (When should I do this?)

# Appendix

## Acronym List

The attached document lists the acronyms used throughout the IRBNet system.



IRBNet Acronyms.xlsx

## Data Dictionary

The attached document contains terms, actions, project statuses and Veterans Affairs Central Office (VACO) tags utilized within IRBNet. These terms are used in all workspaces, including determinations, IRB, publication clearance, Research and Development Committee (R&DC), radiation safety, administrative review, scientific review and institutional biosafety. Please note this is a working document. If you would like to contribute to this document, please reach out to [VAIRRS@va.gov](mailto:VAIRRS@va.gov) with your proposed additions or changes.



VAIRRS Data  
Dictionary.docx

## VAIRRS Resources User Guide

The attached document contains resources readily available to VAIRRS end-users (i.e., trainings, FAQs, monthly webinars, forms and templates). Please reference the various tools and programs for further support and assistance.



VAIRRS Resources  
User Guide.pdf

## Example Project Cover Sheet and IRB Information Sheet Wizards

The attached documents are examples of the Project Cover Sheet Wizard and IRB Information Sheet Wizard that can be previewed in IRBNet. Note: the data in the printable pdf version of the wizard will differ from entry form in IRBNet.



IRBNet Project Cover  
Sheet\_Blank.pdf



IRB Information  
Sheet\_Blank.pdf

## Project Cover Sheet and IRB Information Sheet Wizard Logic Models

The following wizard logic models are graphic depictions and/or road maps that depict the journey through the wizard from start to finish.



Project Cover Sheet  
Logic.pdf



IRB Information  
Sheet Logic.pdf