May Webinar

Question & Answer

May 24, 2022

1. **How do I locate the "Create a New Project" tab in IRBNet?**

   The "Create a New Project" tab is only accessible if an established project is already open. If a user does not have an established project open, then the user cannot create a new package.

2. **For revisions, when clicking on the pencil button after choosing a file, it says "Update." Is this correct?**

   Yes, that is correct. It is providing the option to update that particular document in the new package.

3. **Do the Project Cover Sheet Wizard and IRB Information Sheet Wizard need to be submitted again at each continuing review if there are no changes?**

   No. The Project Cover Sheet and IRB Information Sheet Wizards should be completed for the initial application. However, they need to be revised if a study team member leaves, a new study team member joins, or any of the responses that were provided on the original Wizard change (i.e., if any of the characteristics of the study change).

4. **Would a PhD dissertation research project follow the same process in IRBNet?**

   Yes. If a user is submitting a project to their local research office, the process in IRBNet is the same as what was reviewed during this webinar. It is also important that the user is in communication with their respective local research office and that all procedures outlined at the local level are followed.

5. **How do I view project personnel listed on the Project Cover Sheet in IRBNet?**

   To view the individuals listed in the "Project Personnel" section of the Project Cover Sheet in IRBNet, the project must be shared with those specific users in IRBNet.

6. **Is the VAIRRS training module still active for investigators to do hands-on training?**

   The recorded webinars are available on the VAIRRS SharePoint site. Additionally, each site on IRBNet has access to the sandbox environment. To provide investigators with hands-on training, one must share investigator credentials for the sandbox environment to allow them access to the sandbox, where they are able to explore the tools available.

7. **Are project personnel required to have an IRBNet account and User Profile to be listed on the Project Cover Sheet?**

   No, project personnel are **not** required to have an IRBNet account in order to be listed on the Project Cover Sheet. However, it does make the process more efficient if personnel are registered in IRBNet and if everyone is linked to the relevant package within IRBNet. This allows users to link the training and it allows the Administrator to see all completed trainings in one place.

8. **How can the trainings completed by everyone on a study be viewed on one sheet?**

   Administrators can view the trainings completed by everyone on a study by using the "Track Training" tool. However, this tool is only available to Administrators.