Angela Foster:

 Thanks, Parker. Good afternoon, everyone. And thank you for joining us for our webinar today. The topic again is the IRB Net Basics for Investigators.

 We will go through our announcements fairly quickly. And then, we will be able to get started on the presentation. Next slide please.

 For our announcements today, we are anticipating that the audience for today’s webinar are investigators. And therefore, we’d like to focus the announcements on the completion of your project cover sheet wizards and for studies that are under the oversight of an IRB for the completion of your IRB information sheet wizards.

 This applies to active studies as well as new study applications. The project cover sheet wizard should be completed as soon as you are able and submitted to your local research office.

 The IRB information sheet again, for studies under the oversight of an IRB. You should also be completing this wizard at your continuing review or annual progress report. Next slide please.

 All right, so, let’s get started for today’s presentation. And if we can go to the \_\_\_\_\_[00:03:00] through all of the steps relevant for the investigator including the very beginning accessing and enrolling in IRB Net.

 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 IRB Net. And then, walk through the steps of creating a new package or project and also talk about the steps 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 IRB Net. IRB Net is the tool that is used for the submission of your applications, as well as to manage the committee that review s 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 to IRB Net in VAIRRS. And it also includes our Power VI dashboards.

 Now many of you—if you are investigators or researchers may not have access to the Power VI dashboards. However, the research office, as well as ORD leadership do use these dashboards. We just published about a month ago, so we’re all getting into the practice of using them.

 However, all of the data generated in IRB Net fuels our dashboards. So, it’s very important that—to go back to the wizard completion—it’s very important that you complete your wizards, so that we do have accurate data reflected our on Power VI dashboards. Next slide please.

 So, now that we’ve gone through just the basics of what is VAIRRs, we’ll talk about IRB Net specifically. And our first subject will be how to access and enroll in IRB Net. Next slide please.

 Okay. So, to access IRB Net, you’ll need to go to VA’s Instance of IRB Net which is located at gov.IRBNet.org. This is different from the commercial IRB Net platform.

 So, it’s very important that you go to the correct address—gov.IRBNet.org—to access VA’s instance of IRB Net. We are able to login to IRB Net 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 log in 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’ve accessed VA’s instance of IRB Net, 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 institutional 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 enrolled in IRB Net. Next slide. Thank you.

 So, here we have our user profile. And as I just stated, you have the option using the add-in 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 City Training Program. And you can affiliate your IRB Net account with your city account by entering your city member ID.

 Doing so will allow IRB Net to automatically download your city 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 TM integration is complete and the steps to add your TMS account to your IRB 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 IRB Net account to your city training account. Next slide please.

 (Long pause)

 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 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 affective 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 IRB Net, 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 city 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.

 (Long pause)

 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 it more efficient. Next slide please.

 Okay. So, for notifications and reminders, you will receive your notifications in IRB Net as noted here with the red numbers. And then, you’ll 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 IRB Net. 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 IRB Net notifications don’t consume or overtake all of your other emails.

 Within IRB Net, you can also silence your reminders by selecting the link up 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 of showing you how many 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 user’s Outlook account.

 It details the subject, the IRB Net I.D. for the project. And in some cases, the sites have customized these notifications. So, the way that they are appearing here in my screenshot may not be the way that they appear in your IRB Net. It’s really dependent on how or if your local site has customized the notifications that are generated in IRB Net. Next slide please.

 Your search options—so, within IRB Net, 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 from this screenshot I’ve applied different tags to the projects in my IRB Net. 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 dropdown field. And opening that dropdown 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 and Templates” button is going to open your Forms and Templates page.

 Again, if you are affiliated with multiple VA’s, then you’ll 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 central IRB or you’re putting together packets to be submitted to the central IRB. You can select the central IRB from this dropdown.

 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’s first screenshot.

 (Long pause)

 Again, each institution may have a different set of documents available. The standard ORPP&E Library is also available from this dropdown. If your institution has instructed you to pull a form template from the standard library, you would select that ORPP&E Library and all 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 the VAIRRS SharePoint portal. It’s very helpful when you have multiple libraries to get in the practice of navigating to those different libraries.

 It’s unfortunate when a package is submitted using a document from the wrong library. And then, that package has to then be revised. So, it’s again, you’re 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 this 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.

 (Long pause)

 So, this is to revisit for the tags. Again, very, very helpful in organizing your workspace. They 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 shared on the particular project can have their own set of tags. So, again, from the researcher or study team perspective, each user who 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 have arrived in your workspace, then those new packages will automatically be assigned the tag for that project. Next slide please.

 All right, 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 1—that initial study application that was submitted in IRB Net, generated in IRB Net I.D. with a -1 at the end of the IRB Net I.D.

 Once that initial package is submitted, if any subsequent packages are created within that project—whether it’s an amendment, or a portable event, or a response package—the IRB Net I.D. for that new package is going to increase by increments of one.

 So, the first time you create a package or a project—excuse me—your IRB Net I.D. will have a -1. Now if you go into that project and create a new package, your IRB Net I.D. will have a -2. And every package created after that will have an IRB Net I.D. 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 1, you can see the history or all packages that have been created. And the same if you open Package 4. You can see all of the previous packages that have been created within that project. Next slide please.

 (Long pause)

 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 IRB Net I.D., as well as their own package history within their IRB Net project.

 So, for instance, the PI project will have its initial package and be assigned an IRB Net I.D. When that PI project is approved and they create an LSI project, that LSI project will have a totally separate IRB Net I.D. and a totally separate numbering sequence—the -1,-2, -3—that follows within the IRB Net I.D.

 If there is a second LSI project, that second LSI project will also have its own IRB Net I.D. and its own numbering—Package 1, 2, 3, and 4, and so on for every package that it submits.

 We are able to see in the backend of IRB Net that these projects are related. And you will be able to see within the interface that the projects are related using the leave site, non-leave site field or by looking on the Project Overview Page. And from the Project Overview page, you can see all of the sites that are linked in a multi-site project. Next slide please.

 (Long pause)

 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 project. And we’ll walk through that process.

 If you are creating a new study action or revised submission within an already established project, then you’ll 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 just going through it verbally. But as you use the system, you’ll become accustomed to the difference between your project and package.

 But again, if you can just remember, if you’re creating the 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 discussed the difference between project and packages, let’s walk through the process of creating a new project or package. Next slide please.

 (Long pause)

 Creating a new project—there is a button on your 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 dropdown.

 You can enter your project title, investigator’s name, key words 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.

 (Long pause)

 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.

 (Long pause)

 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 enter any notes that are relevant for your project. Your “Select A Library” dropdown, again, you’re going to select the institution to which you are submitting. All institutions to which you are affiliated will appear in your dropdown.

 Once you select the institution, then you will select the document that you are going to complete. After you select your document from the dropdown, 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 you complete within IRB Net. Next slide please.

 (Long pause)

 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.

 (Long pause)

 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 dropdown, 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 IRB Net, 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 press 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 2—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 IRB Net to include additional tools to help you through the wizard.

 There are tool tips, 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 needed, you could start fresh by clicking the “Start a Wizard” button and starting over again.

 All right, next slide please.

 (Long pause)

 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 this sample form here you see in application form. Next slide please.

 (Long pause)

 Step 3—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 clicked 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.

 (Long pause)

 Step 4—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 multi-site 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 a new 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 multi-site project, you’ll use multi-site. And to transfer the project to another IRB Net user, you’ll select the “Transfer” highlight. Next slide please.

(Long pause)

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” certifies within IRB Net that you as the PI are aware of this package and certifying that you are knowledge 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, or subsequent 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 who’s signature is required on a package. Next slide please.

 (Long pause)

 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. But you can also enter any portion of the medical center’s name or location in the “Search for an Organization” field to bring up other medical centers or research programs if you’re submitting to a different research program.

 If you do need to search, again, you can enter any portion of the name or 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.

 (Long pause)

 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 Q&A time at the end of the presentation.

 So, all packages within IRB Net 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. We’ll walk through that process briefly. Next slide please.

 (Long pause)

 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 IRB Net notifications going to a certain folder and you haven’t checked that folder for today.

 If you log into IRB Net and you see that 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.

 (Long pause)

 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 “Unlock Revisions Pending” will open your unlocked 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.

 (Long pause)

 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.

 (Long pause)

 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 unlock status and will not perceive 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 and letting them know that all of the updates are completed. Next slide please.

 (Long pause)

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.

 (Long pause)

 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, IRB Net 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.

 (Long pause)

 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, this SharePoint portal has a number of resources for researchers. And we are working on creating training pathways and kind of reorganizing the SharePoint site to make those resources readily available and easy to find. Next slide.

 (Long pause)

 Okay. So, we’ve got 10 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 Q&A’s via email.

Parker: At the moment, we don’t have any questions. So, I’m just going to take the second to remind everyone that if they have any questions, to put it in the Q&A box and address to all panelists.

Angela Foster: Thanks, Parker.

 (Long pause)

 So, we have until 2:00.

 (Long pause)

 Okay. And I do see one question. “I don’t see any tab to ‘Create New Package” in my dashboard. For revisions, I am clicking on the pencil button and it’s saying ‘Update after Choose File’. Am I doing this correct?”

 Okay. So, the first point, “I don’t see any tab to ‘Create a New Package’.

That is likely because you are on your “My Projects” page and that you don’t have an established project already open.

 Remember, you can only create a new package if you have a project open already.

 (Long pause)

 “For revisions, I’m clicking the pencil button and it’s saying ‘Update after choosing the file’.”

Yes, you are updating that particular document in your new package. So, yes, you are doing that correct.

 Next question, “Are the wizard forms required to be done again at each continuing review even if no changes?”

No, so, the project cover sheet and the IRB information sheet should be done for the initial application. For the project cover sheet, it only needs to be revised if the study team member leaves, new study team member comes on the team or if any of the responses that were previously given, if those responses change, if any of the characteristics of the study change. Then that would precipitate you going back to update your project cover sheet.

 Next question?

 (Long pause)

 “Does a Ph.D. student dissertation research project do this same exact process?”

If you are submitting to your local research office, then yes. You will go through the same process.

 Next question please.

 (Long pause)

 Okay. Just to go back to the Ph.D. student question again, it’s important that you are in communication with the Research office and that you are following their local procedures. Research offices may process differently.

 So, again, it’s very important that you reach out to your local research office and follow their local procedures. But again, the process in IRB Net is exactly as we went through today.

 (Long pause)

 Okay. Next question?

 (Long pause)

 “I have several lab members on my project cover sheets. How do I see them in the project?”

So, the way that you would see them in IRB Net is to share your project with those users in IRB Net.

 The way that you would see them on the project cover sheet, they would be listed in the personnel section of the project cover sheet printout—the PDF version of the project cover sheet. Next question?

 (Long pause)

 And I can see that we’ve got them coming through now. So, I’ll try to get through all of them as quickly as possible.

 “Is the VAIRRS training module still active, so investigators can do hands-on training/’”

So, the recorded webinars are available on the SharePoint site. But each site on IRB Net still has access to your sandbox environment.

 So, if you want your investigators to get hands-on training, then you can share the investigator credential to your sandbox environment, and allow them to go in, and play in the sandbox, and get familiar with the tools. Next question.

 (Long pause)

 “Can you please confirm that everyone listed on the project cover sheet is required to have an IRB Net account and user profile?”

 So, you are not required to have an IRB Net account in order to be listed on the cover sheet. However, it makes the process more efficient if those users are also registered in IRB Net and shared on the project within IRB Net. That will allow you to link the training, the administrator to see all of the training in one place if everyone’s going together to that package.

 But technically, you do not have to have an IRB Net account in order to be listed on the cover sheet. Next question?

 (Long pause)

Brandon: That appears to be the last one.

Angela Foster: Oh.

Brandon: Last question.

Angela Foster: Okay. Okay, great. Thanks, Brandon.

 All right, so we’ve got three minutes. We’ll be here until 3:00. But if there are no further questions, I’d like to thank everyone for joining us today. I hope that this webinar was informative.

 We will post the webinar recording on the ORD Webinar website, so that it’s available going forward. And we will distribute the answers to all of the questions via email.

 (Long pause)

Parker: Also, just want to note I saw one question about getting access to the slides. That will be posted in the archive as well. And I can see the name of that person, so I’m happy to send it to them directly.

Angela Foster: Thank you, Parker.

 (Long pause)

 So, we still have two minutes remaining. I will be here. If you have a question, please enter it in the chat box.

 (Long pause)

 Okay, so I do see one additional question.

 “How to do training of lab members on one sheet?”

 So, Bruce, I’m not quite sure I understand the question. If you want to, send me a message on Teams or email. Maybe I can address that with you directly.

 (Long pause)

 Okay. So, complete training completions of everyone on the study. So, Bruce, if you’re an administrator, you can view that using your “Track Training” tool.

 If you are a researcher, unfortunately, you would not have access to everyone’s training completions in one place. That tool is only available to administrators.

 And my apologies, I didn’t understand what you were asking initially.

 (Long pause)

 And I’m happy, again, to follow-up if you want to send me an email on that. But we are at the top of the hour now, so I’ll turn it back over to you, Parker, to close us out.

Parker: Well, yes, thank you, Angela, for that presentation. I’m sure everyone found it very helpful.

 And thank you all—the guests—for attending today. As previously mentioned, there will be a post webinar survey and we do appreciate any feedback you have for us.

 Aside from that, thank you all for attending and have a great afternoon.

Angela Foster: Thanks, everyone. Bye. Bye.

[End of Recording]