Angela Foster: …a spreadsheet from Central Office from ORD. We are asking if you could review that spreadsheet and validate the data contained. And let us know once that validation has been completed. If you have any questions, please reach out to us at [vairrs@va.gov](mailto:vairrs@va.gov). And secondly, two new features or rebranded features for the VAIRRS Program.   
  
The first is our VAIRRS Mentor Program. We have revamped the mentor program and will be sending out announcements early next year on how you sign up as a mentor/apply as a mentor or as a mentee site.  
  
The second new feature is our VAIRRS University. We are taking all of our education resources and aligning them into role-based pathways. And we will soon be launching the VAIRRS University on the VAIRRS SharePoint Portal. So again, stay tuned for more information coming out early next year on both the mentor program and the university.  
  
Finally, if you have not received any of our prior publications, here on the slide is the link where you can go and subscribe. And that will enable the VAIRRS Newsletter as well as our bimonthly program updates to be delivered to your email account. And that is all for announcements. Thank you. Next slide. All right.   
  
So, I will now turn it over to Mr. Cody Knight who will walk through you. As the Greater Los Angeles VAIRRS Ambassador, they are going to be displaying some of their best practices for you today. Over to you, Cody.

Cody Knight: Thank you, Angie. Hi everyone. I just wanted to kind of preface this meeting with I am not going to get into submission processing too much because the presentation at VA Boston given back in March was really excellent. And we pretty much follow everything that they already do. So, I was just trying to, here, highlight some additional things that we do as kind of best practices or just things that have worked for us at GLA. So, I want to kind of preface that. If you guys have not seen that presentation from March by Boston, I would highly recommend that for more kind of submission processing specific items. Okay, next slide.  
  
So, here is our research administration team. Dr. Ong is our new ACOS. Dr. Krahl is our deputy ACOS. Dr. Gooding is our AO. And then Dr. Corey, Dr. Martin, Dr. Berard, and then we have all of our coordinators there. So, this is everybody. I just wanted to highlight our team and everyone that works with the VAIRRS system on basically a daily basis with processing things or just administration stuff. Okay, next slide.  
  
Here is kind of an overview of GLA Research Program. So, we have 530 active research projects. Almost 300 of those are IRB, 52 through the central IRB, about 80 IACUC. We have about 140-ish active with the SRS Committee, and then 160 that are R&D only projects.   
  
We also track our QA/QI projects through IRBNet. So, we have 40 of those. We have almost 1,000 registered users with GLA and 230 active principal investigators.  
  
And then our funding, I just wanted to include that as well because it is part of our brochure. I just wanted to include where we are at with our funding as well. Okay, next slide.  
  
So, here was our implementation timeline that I wanted to highlight. We had actually implemented a previous software system called IMedRIS back in the beginning of 2020. And we were processing everything basically through paper and email before that. And so, that was a massive implementation. It took us about eight months, it looks like, to get through that…seven months to get through it before we fully launched it.   
  
So, launching a software system, everyone on the team had already gone through it. So, launching IRBNet then about a year and one-half later seemed to go a lot smoother because we kind of knew what to anticipate and what we were looking for.  
  
But just to highlight a few things, we did all of our – when we launched IRBNet, we did seven different IRBNet trainings for all of the researchers. We did them at different days and different times. This was all just a few weeks before we officially went live with the same. So, we did all of that virtual. And then we also recorded one of the trainings and made it available on the SharePoint. And so, people can still view that today.  
  
We did the data import where we actually – where IRBNet imported all of our projects. We did that about three weeks prior to our full go live or about two weeks before our full go live. And the three months leading up to our go live, we were just gathering study documents for all of our projects. And we created folders on our local server. And then once we imported all of those projects into IRBNet, then our entire team, all of the administration team, we went in and were uploading all of the internally approved documents for all those projects for its entire history. You guys are familiar with the importance.   
  
Package one was going to be whenever the last submission was that was processed. And so, package two on all of our projects is all of the legacy documents. And so, that helped us completely, really kind of transition out of IMedRIS immediately. So, we did not need to use it as much to kind of go look at old documents. We just imported everything. And it was a huge undertaking. It took us about two weeks to do that to create those projects and then upload everything. And then we would just submit it to the Administration Workspace. And then just acknowledge it. So, that way it is just filed away in there. And the study teams have all of their documents in the system.   
  
There were a few projects that we did not have full documentation for. And so, what we did as part of our continuing review process for that first year, we were using IRBNet, we would go in and make sure that they had all of the correct documents. If they did not, we would just have them include that as part of their continuing review submission. So, that way all of the documentation is in IRBNet now going forward.  
  
And then we fully launched on live on April 5th of 2021. So, we are coming up on a year and a half now. Okay. Oh, one other thing I wanted to highlight. Before we had transitioned, the month leading up to the go live, we stopped allowing any submissions in IMedRIS unless it was urgent, like a SAE or something. And then as of April 5th, we completely shut down. No more submissions in IMedRIS and we did a full transition. Okay. Next slide.  
  
Okay. So, here is a workflow mapping. This is IRB specific for the most part that we put together. So, I just wanted to kind of quickly run this and how we are using the system. We do use a determination workspace for any sort of non-research determination, non-human subject research, or exempt, IRB exempt. So, none of those types of projects would ever go to the IRB workspace unless it was determined to not be exempt. And then if it is a non-research determination, we will just acknowledge it there. And then it does not go any further. And then if it is a non-human subject research or exempt, it will end up going through the SRS and R&D. But pretty straightforward.   
  
So, everyone has to fill out the cover sheet and do the training. So, they submit everything into the admin. In the admin workspace, we are looking at the coversheet, looking at training, looking at required documents on kind of a high level, making sure that the service request and supervisor support completeness is checked. And then we are identifying what sort of submission it is. And then it is either going to go to the IRB, go to IRB Determinations, SRS, or straight to R&D depending on what it is.  
  
So, then once it goes into IRB, if it does go to the IRB Determinations workspace because they are requesting exempt or non-research determination, then at that point, it would go to the ISO and PO Review. And then we have a dedicated coordinator that mainly just works in the IRB Determinations cue and processes all of these sorts of submissions. Okay. Next slide.  
  
So, then here we have the IRB process. So, this is where we do the full IRB review. We do an administrative review by our coordinators. If it is requested to be expedited, then it will go through an expedited review.   
  
I am not going to go through every single thing here. We will hand out these slides at the end, I am sure. So, you guys can go through in some more detail.  
  
But we do the ISO/PO preliminary review prior to the IRB. And then we go to the committee. And then everything goes through SRS on the initial submission. And then if it is determined to be SRS exempt, which most of them are, then no submissions will ever go back to the SRS unless they are modifying the SRS document.  
  
Once it goes to the R&D, both our ISO and PO do a final review. And then that is also where we do the COI review. So, we have a COI administrator who will upload a little COI checklist in the R&D as a reviewer basically notifying the committee coordinator that everyone is fully cleared with their COI. And then that is when we can then provide the full ACOS notification and R&D approval. Okay. Next slide.  
  
Okay. So, I did want to highlight the tagging in IRBNet. This has been a huge tool for us. It has been very helpful. And so, I just wanted to kind of highlight why we use tags, when we would use them, and when we would not. So, virtually everything that may need to be reported on or audited in the future gets tagged on the project unless the data is usually available through some other reporting mechanism like through one of the Insight Reports.   
  
But even then, we went back and looked at some of the previous audits that we have had, talked to the research compliance officers, and then also we have a medical director’s audit that is done twice a year. And so, basically, I went through all of those reports and identified what on these reports could be turned into tags so that way we do not have to go manually look for this data. And we also do not have to track it on an external spreadsheet or something. So, that is kind of where the basis of most of our tags came from.  
  
The tags we used as a convenience allowing us to see data about the project in the submission manager screen instead of needing to open up a project and read through it to find that information. So, our committee coordinators find it pretty convenient to have this information highlighted on that submission manager screen. So, you know exactly what type of study it is without having to dive into the documentation too much.  
  
Just one example, it was decided by our team that they would like to have the IRB risk level tagged on that. So, that way they can see the risk level from the submission manager screen without having to open up the project to see that.  
  
Most tags originated from reports needed over the past few years. I think I already highlighted that. Existing tags are reviewed and updated on a regular basis. We have a weekly IRBNet meeting. And tags are often something that gets brought up about do we want to change this tag, add a tag, remove a tag if we are not really using it, clarify it, or something like that. So, we are constantly updating them or changing them.  
  
And IRBNet is really great. Because when you change a tag or modify it, or something like that, it gets modified across everything that is already tagged. So, you do not have to retag anything. So, that is nice. Then we use global tags for project specific data and then the submission tags for submission specific, processing specific data.  
  
So, we have three different IRB coordinators that can be working out of the IRB cue. So, just one example would be they just tag their name on it. So, we have a submission specific tag. And you would just put your name on it. And it is an easy way to then go in and filter by that and you can see all of the submissions that they are working out of. And so, it is just a little easier to kind of navigate that submission manager screen. Okay. Next slide.  
  
So, I wanted to go over all the tags. So, we have tags across in all the different committees’ workspaces. Here are all of our administration tags. So, we put the numbers as the leading of the tag so that way they group well. And then each group will have its own color. So, like Group 01 is all red. And then Group 02 is all green. And so, we try to group things that make sense to group together.   
  
So, all the 02’s, these are all generally submission processing things so where something is going. You can see ISO Prelim. There is PI transfer, PR Prelim, staffed across whatever it is. And so, this is one way that they can just kind of tag it so you know exactly what the submission is when you are looking at it on the submission manager screen.  
  
And then the 03’s, these are all like the Committee of Records. So, who is this project under the oversight: Advarra, CDC, IRB Commercial, IRB NCI, WCG, and then IACUC, IRB, Non-VA, QA/QI, RDC, SRS, or VA Central IRB.   
  
And then the 04’s, these are, again, what type of research it is. So, exempt, exempt limited, non-human subject engaged, non-human subjects, or non-research. And then we also have the SRS Exempt Tag.   
  
So, it is really nice. Because then when something comes into the administration, our admin coordinator does not need to dive into the project too much to find out where the submission needs to go. It is toing to be right there on the submission screen. And so, she can just open it, forward it right on to where it needs to go depending on what type of submission it is. So, it makes just using the system a little easier. And you only have to put these tags on those projects when they initially come in. And then they are there forever.   
  
And then 05, this is the services and supervisor signoffs. Then the 26, I do not know why we chose 26 because I think it is just a random number. These are all pharmacy. So, whether these are different codes for whether they are dispensing drugs on the project. Because our pharmacy actually uses this system to kind of help track what projects are currently dispensing drugs and which are not. Okay. Next slide.  
  
So, here are all of our SRS tags. You are going to see a lot of repeats in the 01/02/03’s. One feature that I thought would be really cool to be added to IRBNet would be if you could actually have a tag that showed up across all workspaces. Because something like this is with VAIRRS or external IRB, that would be nice to just be able to tag that, so it shows up in our workspaces instead of having to tag it in each place. But that is not available right now. So, you are going to see a lot of these that are just duplicated. And then they get tagged across all the workspaces if it is being reviewed by that committee.  
  
Then 04’s, these are the BSO levels. O5 just types of safety concerns for research. These are all things that are put in by our safety committee. These are things that they want to track or be able to pull up. Because I create tags report each month. And so, they get an output. And it is going to show all the projects and then all the tags on the projects. So, you can quickly identify here are all the projects with the NIOSH list chemicals or here are all the projects with ionizing radiation. So, it makes it really easy to filter out those projects using this.  
  
And then the 08’s that is on the right side there, these are the different services that are involved in the project. Okay. Next slide.  
  
So, IACUC, fairly simple. So, we just do which species are on the project, what pain categories are on the project, and then we are just tracking what type of surgery and then where the animals are actually physically located. Because we have like four different places: Sepulveda, UCLA, USC, and West L.A.   
  
And then 08, these are things off of the – again, from our animal compliance officer, these are things that she wants to be able to pull up on a report on a monthly basis to be able to track these on the projects. But these are things that are generally found in the animal application. And instead of having to open it up to identify these or track it externally, we just use these tags. Okay. Next slide.  
  
And then our biggest list by far is the IRB. I am not going to go through all of them. But again, you can see 01/02/03 is pretty much the same. Then we get into the common role: exemption, expedited, risk level, whether there are drugs or devices, what types of consents there are whether there is a broad ICF or whether there is a waiver for partial, waiver for screening, and then all of the HIPAAs. And then the 11 group is all of the agreements, 12 is going to be any sort of at-risk population, 13 is just more kind of types of research, and then 14 is going to be collaborative whether we are working with single IRB, multi-federal, multi non-federal, things of those sort. And then 15 is all of those services, so what services are involved in the project. Next slide.  
  
And then we have IRB continued. We also track what expedited categories. So, we have the old, expedited categories. And then we have the new categories. And then the 19 there is a do not process. That means that it is on hold for some reason. And so, you can tag that. That would be a submission processing one. Maybe tag that and just do not process it for some reason. Okay. Next slide.  
  
So, here is just a screen shot. I just wanted to kind of give you an example of what it looks like in the system. These are just two random submissions that were sitting there at the time when I took the screenshot. So, this is what it looks like. It is very colorful. But yeah, it seems to help out a lot. It does not get in the way of using the system too much. And you only have to tag all of these tags generally at initial submission. Occasionally, if there is a modification, one of these things might change. Maybe a continuing interview. But generally, you just tag all this stuff at the initial and then it is good to go. So, I just wanted to show a little example of what that looks like. Next slide.  
  
Okay. So, something that I thought attributed to our success in rolling out IRBNet and I feel like it has gone pretty smoothly is we have weekly IRBNet specific meetings. So, this is with all of the committee coordinators. And sometimes we will bring in the ISO. Sometimes we will bring in the PO or RCO or the CIO admin depending on what the topic is that day. So, things that we highlight during our weekly meeting, we go over submission processing strategies. You know we try to figure out what is working for people/what is not working for people. Because whether we want to be able to do parallel reviews versus sequential. So, we generally always do sequential reviews. But in certain instances, we will do parallel where it could be under review by multiple committees at the same time. I know our SRS and IACUC do that because it is the same coordinator for both workspaces. So, he prefers to just be able to roll it out to both committees at the same time.  
  
When we do ISO/PO for the preliminary review for different types of projects. So, sometimes we do the ISO/PO in the admin workspace. Sometimes we do it in the determinations or IRB. And so, it is often something we are discussing. I think we have changed it three or four times. But now, we have got a process that works.   
  
When we do the COI reviews for different types of projects, sometimes we have to do that in the admin workspace if it is a Central IRB project. Sometimes we do it at R&D. So, just establishing that process. What should be published to board documents. So, this is something that I think we are still changing that today. What is a board document? What is not a board document?   
  
So, what we have established is just anything that the committee would be responsible for or is approving, we put in as a board document. So, generally that is most everything. But in a submission, you could have board documents that only apply to the IRB, only apply to the SRS, or the R&D. So, you know which committee is going to publish it as a board document. And so, that is often something that we are discussing.   
  
And then tags, we are always talking about the tags. You know what tags we want to add, remove, and then where the tags should be. You know depending on what type of tag, should it be in the admin workspace, the R&D, or IRB? So, that is often something we are talking about.  
  
And we also go over any updates to our local supplemental documents. So, we have a pretty large library of documents on top of what theirs already offers. And so, we are constantly making changes to those documents. So, we go over any sort of modifications that have been made to those documents or any recommendations as well as any updates to our committee reviewer checklists. And then we also talk about any staffing to our administration team that has changed, any sort of regulation or new news from ORPP&E, OGC, ORD, etc. So, just any kind of newsletters that come out. We always highlight those and go through them. So, it is good to have dedicated time to actually stay up to date with all the news that is happening. And then talk about any edge cases and how to handle them moving forward. So, we are always getting new random one-off scenarios. And we want to establish a process for it. So again, it is nice to have this dedicated weekly time to go over it.  
  
Sometimes these meetings are only five minutes long. Sometimes they are an hour and a half. It just kind of depends on what topics we have to talk about that week. But again, I just wanted to highlight this as something that I think has really benefited us into establishing a good process in the system, making sure everybody is trained on everything, and also just being collaborative and working together to make sure everyone’s issues and questions are resolved. Okay. Next slide.  
  
So reporting strategies. So, what we did is we set up a SQL database which is located on one of our local SQL servers. And it basically resembles the insight reports. So, I created a table for each of the insight reports. And I get about 40 or 50 of those emailed to me every day. And then every Monday, I just take all of those reports, dump them into the SQL server, and then I can run scripts to export custom reports that is basically merging a lot of these insight reports together to make them a little more user friendly.   
  
The insight reports are great. There is a lot of data. But they are also broken out into so many different reports. It is tough to kind of combine them through Excel. It is very time consuming. So, through SQL, it only takes a few seconds to just execute. And then you can download your custom report. So, I am essentially creating my own custom reports from the insight reports.  
  
So, just a couple of examples. I have the All-Project Status Report. So, this is all the basic project information from the project status insight reports. But it is combined for all five of our committee workspaces. So, it combines it all together and so that way – because a lot of our projects are under the oversight of multiple committees. And so, this will allow us to see all of the statuses for all of the committees for all the projects. So, that is a really useful one.  
  
And then tags reports, so we have IRB, SRS, IACUC, and R&D tag reports. And so, it breaks down all the projects and then all of the tags that are on there. And then it can also combine tags from other committee workspaces. So, for example, the dispensing tags that we have in admin, our IRB wants to be tracking that. So, I add those on to the IRB tags report. And then these reports get emailed out. Around the first of each month, I will send these out, so everyone stays up to date.   
  
And then CITI and TMS Training Report, so I pull data directly from CITI. And I pull data directly from TMS. And I import into this database as well. So, I can see. We do not have to really rely on IRBNet for all of our researchers to upload their training now. I just pull directly from both of those services, import the data into SQL, and then I can output a report. And it will say okay. Here are all the people that are currently on active projects. Here is all of their training. So, it is really easy to monitor that. And then we can actively – you know proactively reach out to people and let them know if they are expired on some training. And then these are distributed via email to various stakeholders on a weekly or monthly basis depending on the needs of those members. And then a lot of them are done on ad hoc. Just kind of whenever they ask for them, I can just run them, import the new reports, and then output what they need.   
  
So, this is something that has really helped with just maintaining our inventory of projects as well as making sure everyone has all the data they need. So, it is more just kind of a maintenance thing. But it has been very helpful. Okay. Next slide.  
  
Our document library. So, we take all of the VAIRRS documents and upload them into the GLA committee libraries. We do this so that way our researchers do not need to go into multiple libraries to find the documents they need. So, if you are doing an IRB project, you should be able to go to the GLA IRB library and find absolutely everything you need. Same for an animal research project. You should be able to go to the IACUC library and find everything you need.   
  
So, that means some of our documents will be put in multiple areas like our COI checklist that they need to upload or the SRS document they need to upload. That will be in all the committee libraries. That way everything is put into just one spot. It makes it easier for researchers. It makes it easier for us that when we are answering questions, we do not have to say go to this library for this document, this library for that document. We can just say go to this library. Download these documents. So, it is a little easier for us to communicate with our researchers as well.  
  
And then to keep our own document library up to date, we regularly check the VAIRRS library for any updated documents. And then we drag them into our library to make sure they get updated. We also, in the newsletters a lot of times VAIRRS will send out information letting us know that they have revised a document, created a new one, or something.  
  
So, that is something that I think I have heard some other sites are doing this. But I just wanted to highlight this. I think it has been helpful. And it makes it easier on our research. All right. Next slide.  
  
So, here is just a screenshot of our IRB library. The only reason why I wanted to include this is because we lead in all of the titles with here are our applications, here is our checklist, chemicals, here are all of our consent forms. So, it tends to keep it a little more organized here, a little easier to navigate.   
  
And then at the end in those parentheses, that is going to be who created the document. So, GLA, that means it is a locally created form. VHA, that means it is provided from, I think, ORPP&E. And then it is VAIRRS, then it is a VAIRRS document. And so, that way we can go through, and we know where the document originated from. Okay. Next slide.  
  
Those were just some of the things I wanted to highlight. And hopefully, it helps some people use the system.

Angela Foster: Thanks, Cody. That was a great presentation on your best practices. Really, the advanced reporting, I think is very informative and interesting on what you guys have put together locally. I do not think that there are any questions yet in the Q&A box. Typically, we do have a period at the end of the webinar where we can respond to any questions. So, if it is okay with you, Cody, we will just hang out for a few minutes to see if anything comes in. But as of now, there are no outstanding questions.

Parker Cunneen: I can see a couple starting to come in. So, give us a moment and we will bring those up on the screen.

Cody Knight: So, the question here is do you have a codebook of your tags. We do. I have an Excel spreadsheet of all that. And I would probably need to doublecheck it is all up to date. But we can send that out if that is something people are interested in.

Parker Cunneen: And Cody, if there are any handouts like that you would like, we can add them to our archive as well. I do not know if you want to publicly post it or not, but that is an option.

Cody Knight: Sure.

Parker Cunneen: I see another one here. We will get that right up on the screen.

Cody Knight: Can you describe how you handle things related to CIRB (or external IRB). For example, how do you handle amendments and/or AEs? How do the researchers know to let the R&D know?  
  
So, anything that is submitted to central IRB, or an external IRB needs to be submitted locally as well. That is a requirement. And we are actually going to send out monthly reminders to any PIs and study coordinators to work on those types of projects that they need to be submitting that stuff locally. And then I also go through, and I can see all the submissions. We can see submissions that have been submitted to central IRB that have not been submitted locally. And so, we can go in there and submit them locally. So, we do kind of self-audit ourselves on that. But generally, the way that it works is they are going to submit central IRB or the external after it has been reviewed and approved. Then they are going to submit those documents locally as well as their approval memo. And then that will get sent over to the R&D to be acknowledged.  
  
All right, question here. How did you go about getting the SQL database started? So, we have had a SQL server on site for all sorts of purposes. I just contacted the IT manager that is in charge of it and let him know what we wanted to do. And so, he created a database. And then I just went in and started building it out.  
  
All right, next question. What challenges have you seen new researcher/study coordinator face? What advice would you have for someone starting out in IRBNet?  
  
Probably the most common one is when they need to create a new package. They go in and create a new project. I feel like I get that one quite often. But as part of the onboarding process when a new researcher joins GLA, I usually meet with them for 30 – 45 minutes on a one-on-one. And I give a quick run down on the system. And so, I teach them everything they need to know. And then they can just reach out to me directly if they have any questions or issues that they encounter. But that quick little one-on-one time giving them the overview has been really helpful. And so, anytime we onboard a new researcher, they contact me. And then I do that.   
  
We do also have training materials available. We have a training video available. But I find the one-on-one is just more beneficial. It is more time consuming. But everybody learns a little differently. And so, getting to talk with the researcher and find out what their level is with knowledge of software and everything, I find that the best way to do that.  
  
The leading descriptor is a nice feature in your forms library. Thank you.  
  
Do you use the VAIRRS dashboard? Is that what you put into SQL? We do not currently use the VAIRRS dashboard. We found some of the data was just not being presented correctly. And some of the numbers were inaccurate. And so, we just do all of our own stuff through the SQL database just creating our own custom reports that way.

Angela Foster: And can I add a comment here? So, the dashboards have gone through an evolution. The dashboard team has worked very hard to address those issues that Cody just mentioned. So, for anyone on the call now and even for L.A., Cody, I do encourage you to take a look at the latest release of the dashboards. And to Stewart’s question, the insight reports are the same insight reports that Cody is using to populate his database or data source for the dashboards. So, it looks like we have one more question.

Cody Knight: When a project is entered twice, how do you handle duplication? Yeah, so the way I handle that is first I remove everyone from the – I add myself to the project. So, share it with me. I will have them share it with me. And then I remove everyone else from it. And then I mark the status in the administration workspace as withdrawn. And then I set the internal reference number as withdrawn as well. And that way, the duplicate will not show up on anyone else’s my project list. And then anytime I am running my reports, I just exclude anything with a status of withdrawn in the admin workspace. And then I just put it on one of the older agendas. We have one that we created from like 1990 or something. And that is just like our trashcan agenda. And then that is where we would place it.

Angela Foster: Okay. We will stay on and see if there are any additional questions that come in.

Parker Cunneen: Yeah, they are coming in slowly. Here we go.

Cody Knight: How often is the VAIRRS dashboard data updated? The SQL database is a great option. Can the dashboard serve as something similar?  
  
The VAIRRS dashboard, I am not sure. That would be an Angela question.

Angela Foster: So, the dashboard is updated weekly. We receive a refresh every Sunday. And then that refresh gets populated into the dashboards, so your data is current as of the previous Sunday.   
  
Can the dashboard serve as something similar? So, dashboards are not necessarily setup to serve the same purpose as a database. For instance, the queries and scripts that are generated for the database. In the dashboard environment, those queries are on the backend. They are not user facing. So, if there is data that you want to see in your dashboard or a different way of presenting the data, let us know. The dashboard team is great at adding new visualizations or revising those that are currently there. But if you have a new requirement that is not being met, please let us know.

Cody Knight: How do you deal with change in PI in IRBNet? So, that would be a modification that gets submitted. As part of that modification, they are going to edit the PI name in that info field when they are creating that new package. And then it goes to the respective committee. So, it would go to like IRB. It gets reviewed and approved. Then it goes to R&D for final approval. But it is just a normal modification. And then they obviously revise any sort of documents that need to be revised. Then you would share the project with the new PI and then remove the old PI if they are being removed from the project completely. And then update the project cover sheet.  
  
Do you have any tips for projects where the PI leaves and another takes over? So, similarly, this would be dealt with on a case-by-case basis. Sometimes when a PI leaves we shut down the study. What you are referring to is when another takes over. So, that would be another normal just kind of PI change. So, similar process. Updating the coversheet, submit a modification, update the IRBNet info field where you change out the PI name. And then it goes through its normal review.  
  
It looks like this is a question for Angela. Is VAIRRS okay with the practice of putting VIARRS forms in local libraries?

Angela Foster: So, technically, there is nothing to stop a local admin or local research office from having a duplicate in their local library. It is certainly not the intended use as it creates more work for the local research office. However, I do understand that it can be difficult to navigate between multiple libraries. The VAIRRS support team has produced a navigation guide that will assist the investigators in learning how to navigate between the different libraries. So, VAIRRS would not necessarily sponsor that project. However, a station has to do what works best for your investigator.  
  
All right. Well, we are at 2:45. There have been no additional questions come in. So, I think we can go ahead and wrap it up now, Parker.

Parker Cunneen: Fantastic. Well, thank you, Cody, for the presentation. We appreciate it. And thank you to all the attendees for being here. As a reminder – oh, it looks like one question just snuck in here.

Cody Knight: So, I think it is, again, an Angela question. For the future, might VAIRRS create an alias, basically an alias linked to the form that then the local libraries an add. That would be an IRBNet modification.

Angela Foster: Right. We cannot do – we do not have the ability to put in an alias. The only thing that we could do potentially is rethink how the forms are named if that would help you in the field. But we do not have the capability of creating an alias that links to another library.

Parker Cunneen: All right. Okay. Thank you, Angela, and Cody, again. As we are wrapping up, as I was saying, if you all could just spend a minute with the post webinar survey. Getting your feedback would be greatly appreciated. And with that, we will sign us off. Thank you all for joining us.

Angela Foster: Thanks, Cody. Thank you everyone.

Cody Knight: Thank you everybody.