**Sharing a project in VAIRRS**

1. Log into gov.irbnet.org
2. Navigate to the My Projects page via the "My Projects" button on the left side of the screen. Find the study within your My Projects table, and click on the Project Title.
3. To the left, under “Project Administration”, click on "Share this Project."
4. On the "Share Project" page, click on the blue "Share" to add additional users to the study.
5. Select your institution next to "Select an Organization", and click "Select Organization."
6. In the search bar, enter the name of the individual you would like to share access with. Choose whether you want the individual to have full, write, or read-only access.
7. Enter a comment if you would like.
8. Click "Save."