VAIRRS Workflow for Submitting an Amendment, Continuing Review, Closure, Personnel Change

1. Log into gov.irbnet.org with your username/password or PIV card
2. In the “Forms and Templates” tab, select the appropriate Continuing Review, Amendment, or Closure document from the applicable VAAAHS library or libraries. Fill out the form and save it.
	1. Note that if you are preparing a Continuing Review for RDC, IRB, or SRS (if you do not have an active IRB), you will need to fill out a Financial Conflict of Interest (FCOI) form for each Principal Investigator and Co-Investigator.
	2. Open the VAAAHS Research and Development Committee Library
	3. Download [**Initial FCOI\_OGE\_Form\_450\_Alternative\_VA\_032414 a**](https://gov.irbnet.org/release/export/download.jsp?libId=44701)
	4. Fill out and sign the FCOI.
	5. Email the form to VAAAHSCOICommittee@va.gov
	6. After evaluation by the COI Committee, signed forms will either be uploaded to the reviewing committee or sent out for further review.
3. Under “My Projects”, select the project title for the study for which you want to do a Continuing Review, Amendment, Personnel Change, or Study Closure
4. On the left side of the screen, under “Project Administration”, Select “Create a New Package”. DO NOT change the title of the project.
5. Select “Attach New Document”
6. Make sure to select the Document Type for each document added to the package
7. Link the most updated trainings and credentials that are necessary for the review type for each member of the study
	1. If someone is being added to the study, make sure to add them by selecting “Share this Project” and following the prompts
8. Have the PI sign the package using the “Sign this package” tab and following the prompts. Note that VAIRRS/IRBNet does not automatically prompt the PI to sign off, so if you are study team member preparing the package, please directly contact the PI to sign the package.
9. Select “Submit the package” and then select VAAAHS Research Administration. Anyone with full access to the study is able to submit the package.
10. In the Comments section, please indicate the package submission type and committee that it should be routed to (e.g. IRB Continuing Review or IACUC amendment).