RESEARCH & DEVELOPMENT TRAINING SERIES

# VAAAHS

## ORIENTATION FOR VAIRRS Committee Member Information



### TRAINING: Orientation for VAIRRS

### MODULE 2b: A Look at VAIRRS from the Committee Member's Perspective

This module has been created to guide committee members within the Research & Development Service at VAAAHS through the new processes for reviewing research protocols within the new web-based system - VAIRRS.



#### **SECTION 1**

### Managing Your Workspace

- A. The Language of VAIRRS
- B. Logging on to the System
- C. Exploring the Submission Manager Workspace
- D. Reviewing Project Submissions
- E. Adding Comments and Documents to a Submission
- *F.* Communicating with Committee Members
- *G.* Tracking Progress in Your Review Work Queue

wcg <b>IRBNet</b>
Welcome to IRBNet
Not registered yet? Register Now to get started!
If you have already registered on

IRBNet GovCloud	
Formet your Linemanne en Deer	

Forgot your Username or Password? Click here for help.

Username:	
Continue	

Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to combinity, recording and audit. Unauthorized use of this system is prohibited and may be subject to criminal and civil penalties. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set forth in this notice.

### THE LANGUAGE OF VAIRRS

Section 1A. provides a crosswalk of terminology to clarify some of the words used throughout VAIRRS.

### MANAGING YOUR WORKSPACE THE LANGUAGE OF VAIRRS



VAIRSS	Current Term used at VANTHCS
User	Anyone with a VAIRRS (IRBNet) account
Project	Study
Package	Submission all documents that you would include for any type of submission
Designer	iMedRIS Study Documents the designer replaces the previously used section of the SharePoint site where you would upload required documents for submission

THE LANGUAGE OF VAIRRS (cont.)



VAIRSS	Current Term used at Salem VAMC
Researcher/ Research Team anyone assigned to a specific project; (PI, Co-I, and/or Study Coordinator(s))	Principal Investigator Co-Investigators Study Coordinators Be careful not to confuse Study Coordinator with Submission Coordinator (see below)
Submission Coordinator the central control point for ALL submissions to a Committee	Committee Coordinator/Admin IRB Administrator; SRS Administrator; R&D Administrator; etc.
VAIRRS Administrator/ Power User	System Admins Beth Davis & Mark Bushong

wc	RBNet
VV eic	OME TO IRBNET
If you have already registered on IRBNet GovCloud you can log in here. Forgot your Username or Password? Click here for help.	Username: Password: Continue
Notice: This system processes U.S personnel for official business only usage are subject to monitoring, rec and may be subject to criminal a monitoring and recording of you	Government information and is for the sole use of authorized / This system and any related equipment, network, data and ording and audit. Unauthorized use of this system is prohibited nd cvil penalities. By accessing this system, you consent to use of this system and to the terms set forth in this notice.

### LOGGING ON TO THE SYSTEM

Section 1B. provides an overview of how to log on to VAIRRS once the registration process is complete.

#### Remember:

- Committee members have already had their accounts created. Speak with one of your VAIRRS administrators to receive your login information.
- If you are a new member of a committee, please reach out to your VAIRRS administrators to have your account established.

Contact Information for VAIRRS Administrators is available at the end of this presentation.

#### LOGGING ON TO THE SYSTEM





Forgot your Username or Password? Click here for help.

Username:	
Password:	
	Continue

Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to omolitorijn, excording and audit. Lunadhorized use of this system is prohibited and may be subject to criminal and civil penalties. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set torth in this notice.

### EXPLORING THE SUBMISSION MANAGER WORKSPACE

Section 1C. provides an snapshot of what a committee member can expect to see when they log on to VAIRRS.

### EXPLORING THE SUBMISSION MANAGER WORKSPACE

	<b>IRBNet</b>	<b>EKS</b>		Committee me preassigned to For users who committees, u he committee	embers have o their respe- o participate se the drop e workspace	e alread ective co in multi down ar you wis	ly been ommittees. iple rrow to select sh to see.	SER PRO	FILE	LOGOUT
(	Welcome to IRBNet Ryan Beviewer Submission Manager Agendas and Minutes ♥ My Reminders (3)	Submissions for The following su submission and	r: Salem VAMC Institutional bmissions are available to access submitted doc	l Review Board (IRB for your review. ( uments.	) Click on the pro	oject title	Sub to view more info	ormation a	on M	anager ne
		Agenda: Una Only show s	ussigned	action. ew Completed.	Search All	Sea arch By	nrch: Tag:		Se V	earch All
~	Users that only serve as <u>committee members</u> will see these options in their VAIRRS workspace.			Search	Cle	ar	Project Status Vie	◀ ◀ 0-0 ew   Colla	of 0 🌗 apse by F	▶ 10 ✓ Project (0)
		🔻 IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Subm Date	lission 🕀
				No Subn	nissions to disp	olay.				
							1	4 0 - 0	of 0 🃡	10 🗸

### EXPLORING THE SUBMISSION MANAGER WORKSPACE

	IRBNet	<ul> <li>✓ Committee members have already been preassigned to their respective committees. For users who participate in multiple committees, use the dropdown arrow to select the committee workspace you wish to see.</li> </ul>
(	Welcome to IRBNet Jessica O'Leary Submission Manager Agendas and Minutes My Projects Create New Project	Submissions for: Salem VAMC Determinations Committee (DC) The following submissions are available for your review. Click on the project title to view more information about the submission and to access submitted documents. Search All: Search All
	Other Tools Track Training Forms and Templates Library Manager	Agenda:       Unassigned       Search:         Image: Constraint of the system of
~	Users that are both <u>committee members</u> AND <u>researchers</u> will see these options in their VAIRRS workspace.	Image: Create and Manage Tags
		【◀ ◀ 0-0 of 0 ▶ ▶】 10 ✔

### EXPLORING THE SUBMISSION MANAGER WORKSPACE



#### EXPLORING THE SUBMISSION MANAGER WORKSPACE

Committee MemberTraining EnergizerManage your work queue



Your default view is the next upcoming agenda date. Use the Submission Manager to manage the reviews you have been assigned for the next meeting.

	IRBNet.	<b>EK</b>							USER PRO	FILE LOG	DUT
	Welcome to IRBNet			0.8269200				Sul	bmissio	on Mana	ger
	Submission Manager Agendas and Minutes	Submissions for The following su submission and	or: Metropolitan Ibmissions are av I to access projec	IRB ailable for t docume	your review. Clic nts.	k on the proje:	ct title to	view more ir	nformation a	about the	
	W Reminders (1)				:	Search All:				Search	All
	Forms and Templates	Agenda: 04	16/2010 07:00 AM	Va Baard A	ation	Saar	Search	h:			
	<u>`````````````````````````````````````</u>	✓ Only show	v submissions rot ma	rked Review	w Completed. Search	dicates	vou	J.	and states		
The fla	g indicates an	Show Agenda	tem Numbers	ar	e the prin	nary rev	iewer	:	<b>I4 4</b> 1 -	1 of 1 🕨 📔 10	
active which	reminder, may be read in	IRBNet ID	Project itle		Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date	•
the My page.	Reminders	3073-2	Motivations of F Subjects: A Mixed N Special Pop.	lesearch let	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010	₿
4			Agenda,	Minutes a	and other Admi	<ul> <li>✓ Coor custo</li> <li>Click</li> <li>subn</li> </ul>	dinat om or ing th nissio	or-defir ganizat ne Tag v ns with	ied Tag ion of vill dis that T	gs allow submiss play all ag.	sions

### EXPLORING THE SUBMISSION MANAGER WORKSPACE

Committee Member Training Energizer

View My Reminders



Notifications sent to you across all of your submissions will appear here. An email will be sent to your registered email address.



5

wc	PIRBNet					
Welcome to IRBNet						
Not registered	I yet? Register Now to get started!					
If you have already registered on IRBNet GovCloud you can log in here. Forgot your Username or Password? Click here for help.	Username: Password: Continue					
Notice: This system processes U.S. personnel for official business only usage are subject to monitoring, rec and may be subject to criminal a monitoring and recording of your	. Government Information and is for the sole use of authorized y. This system and any related explanment, notwork, data and cording and audit. Iouanthorized use of this system is prohibited and civit penalities. By accessing this system, you consent to use of this system and to the terms set forth in this notice.					

### **REVIEWING PROJECT SUBMISSIONS**

Section 1D. provides an overview of how to initiate the submission REVIEW process within VAIRRS.

Step 1 – View the project's current submission.

Remember, the term **Project** is the same as saying **Study**. Remember, the term **Package** is the same as saying **Submission**.

Step 2 – Start your review of the documents in the package.







#### **REVIEWING PROJECT SUBMISSIONS**

Committee Member Training Energizer

### View project details



Project Administration buttons (on left) allow complete read-only access to historical project information as seen by the investigator.

Walcome to IPBNet						Outlemain al	an Datail	
Lisa Franklin	Motropolitan IDB							Designer
1	[163073-2] Motivat	[163073-2] Motivatio	ons <mark>of R</mark> esearch	Subjects: A Mixed Me	ethods Study			
Submission Manager	Project Status as	This package is:	흌 Locked		View History			
Agendas and Minutes	,							
Project Administration	Project Risk	Get stamped docume	ents, approval let	ters and other board do	cuments, and tr	ack reviews for t	his package: I	Review details.
Project Overview Designer	Package Details	New and Revised D	Documents in th	is Package:				
Package Signatures		Document Type	l <del>(</del>	Description		Last Modifi	ed	
Send Project Mail		Amendment/Modifica	ation Re	search Team Member Addition	on	03/30/2010 08:04	4 AN	1
Reviews Project History	F	Consent Form	Consent Form v2			03/30/2010 08:26	3 AN	j 4 <u>1</u>
Witherserer P Alerte		Training/Certification	Tra	ining Certification - Murray Rogers		03/30/2010 08:02 AM		1
<ul> <li>Designer: review a documents submitted previous packages.</li> <li>Reviews: view histo review details for all</li> </ul>	ll Detai d in Detai	Documents from P Pkg # Documen 1 IRB Basic App	revious Packag It Type	Uescription B Basic Application Part 1	Last Modified	Pkg Submission Date 03/24/2010	Pkg Status	
packages, decision le	etters, <sup>lails:</sup>	1 Protocol	A:	SM981 C2439 Protocol.pdf	03/24/2010 03:03 PM	03/24/2010	Approved	
and other board	Agenda	L			W.			
documents.	2010 07	:00 AM	EXP 💱	Pending Review				
✓ Project History: view the ■		vised Documents in this Package:						
bistory	Jiment	Гуре	Description		÷	Last Modified	d	
miscory.	ment/M	odification	Research Team Member Addition			03/30/2010 08:04	4 AM	
9	🍕 Consent Form		Consent Form v2			03/30/2010 08:20	SAM	





Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to omnitoring, recording and audit Luandhorized use of this system is prohibited and may be subject to criminal and civil penalities. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set forth in this notice.

Continue

### ADDING COMMENTS AND DOCUMENTS TO A SUBMISSION

Section 1E. explains how to express reviewer assessments for a project submission with other committee members within VAIRRS.

### ADDING COMMENTS AND DOCUMENTS

#### **TO A SUBMISSION**



## Add reviewer comments and documents



You may record your review comments and attach documentation such as reviewer worksheets.

Consent Form UMCP - IRB Initia There are 6 Traini	al Application - Part 1	Consent Form template IRB Application	05/28/2015 01:23 PM 05/28/2015 01:37 PM				
UMCP - IRB Initia There are 6 Traini	al Application - Part 1	IRB Application	05/28/2015 01:37 PM				
There are 6 Traini	na 8 Cradantiala recor						
	There are 6 Training & Credentials records linked to this package.   View Linked Records						
* Browse the comp	nents, on the Designer.						
Project Team Tra	cking:		Show Project Team Tracking				
This Package has	been Signed By:						
Date	Signed By	Role					
05/28/2015 01:38 PM	Timothy Resnick	Principal Investigator	View comments by				
This submission is	currently shared with the	e following Committee Members a	administrators and				
User	Special Desi	gnation Share Date	other members.				
Administrator, Tan	iya	Not Applicable	Not Applicable				
Eliot, Charles		05/28/2015 02:02	PM Administrator, Tanya				
Reviewer, Trisha	Expedited Re	viewer 05/28/2015 02:02	PM Administrator, Tanya				
🎾 Committee Me	essages (1)	Send Comr	mittee Mail to Members and Administrators.				
Add comments an	d reviewer documents to	this submission.					
Reviewer	Comment	Recomme	end Last Updated Completed Vate				
Administrator, Tanya	The pre review is com very confusing.	plete. The consent is	05/28/2015 05/28/2015 View 01:58 PM 02:00 PM				
	Project Team Tra This Package has Date 05/28/2015 01:38 PM This submission is User Administrator, Tar Eliot, Charles Reviewer, Trisha ☆ Committee Me Add comments an Reviewer ✓ Administrator, Tanya	Project ream tracking:         This Package has been Signed By:         Date       Signed By         05/28/2015 01:38 PM       Timothy Resnick         This submission is currently shared with the         User       Special Desi         Administrator, Tanya       Eliot, Charles       Reviewer, Trisha       Expedited Re         Add comments and reviewer documents to         Reviewer       Comment         Ø       Administrator, The pre review is comment         Ø       Administrator, The pre review is comment	Project Team Tracking:         This Package has been Signed By:         Date       Signed By       Role         05/28/2015 01:38 PM       Timothy Resnick       Principal Investigator         This submission is currently shared with the following Committee Members a         User       Special Designation       Share Date         Administrator, Tanya       Not Applicable       Di/28/2015 02:02         Reviewer, Trisha       Expedited Reviewer       05/28/2015 02:02         Image: Committee Messages (1)       Image: Send Committee Messages (2010)         Add comments and reviewer documents to this submission.         Reviewer       Comment         Reviewer       Comment         Add comments and reviewer documents to this submission.       Reviewer         Add comments and reviewer documents to this submission.       Recomme         Administrator, The pre review is complete. The consent is very confusing.       Yery confusing.				

### ADDING COMMENTS AND DOCUMENTS

### **TO A SUBMISSION**



### ADDING COMMENTS AND DOCUMENTS

#### TO A SUBMISSION



### ADDING COMMENTS AND DOCUMENTS

#### **TO A SUBMISSION**

Committee Member Training Energizer

"Electronically Sign" your review



Checking the "Mark my personal review as complete" box will indicate a completed review on the Submission Detail page. It will also help you track your work on your Submission Manager.



### ADDING COMMENTS AND DOCUMENTS

#### **TO A SUBMISSION**

Committee Member Training Energizer Complete your review documentation



Once you have completed your review, use Committee Messages as a checklist.

This submission is currently shared with the following Committee Members and Administrators:

	<b>User</b> Administrator, Tanya Clemens, Langhorne Duncan, Sarah Eliot, Charles		Special Designation	Share Date	Shared By
				Not Applicable	Not Applicable
				06/17/2015 04:18 PM	Administrator, Tanya
				06/17/2015 04:18 PM	Administrator, Tanya
				06/17/2015 04:18 PM	Administrator, Tanya
1	<ul> <li>Committee Messages will display all notifications for this submission (including important messages from your Coordinator).</li> </ul>			06/17/2015 04:18 PM	Administrator, Tanya
				06/17/2015 04:18 PM	Administrator, Tanya
				06/17/2015 04:18 PM	Administrator, Tanya
				06/17/2015 04:18 PM	Administrator, Tanya
				06/17/2015 04:18 PM	Administrator, Tanya
			Primary Reviewer	06/17/2015 04:18 PM	Administrator, Tanya
		Reviewer, Gwen		06/17/2015 04:18 PM	Administrator, Tanya
	Suzara, Ichiro Winthrop, Calvin			06/17/2015 04:18 PM	Administrator, Tanya
				06/17/2015 04:18 PM	Administrator, Tanya
	Committee Messages			M Send Committee Ma	il to Members and Administrators.
		the second se			

Update your comments and reviewer documents.

<ul> <li>Your comments</li> </ul>				Reviewer	Comment	Recommend	Last Updated	Completed Date	
are recorded.	are	orded.	•	Reviewer, Trisha	The consent meets 6th grade reading levels. Best thing ever.	Approve	06/17/2015 04:30 PM	06/17/2015 04:30 PM	View
	ecorded.			(	Administrator, Tanya	Pre reivew was quick and painless. Please refer to checklist for review.		06/17/2015 04:17 PM	06/17/2015 04:17 PM



Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to onnoltoning, recording and audit Luandhorized use of this system is prohibited and may be subject to criminal and civil penalities. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set forth in this notice.

### COMMUNICATING WITH COMMITTEE MEMBERS

Section 1F. explains how to communicate with the research office and/or other committee members within VAIRRS.

### COMMUNICATING WITH COMMITTEE

#### **MEMBERS**

Committee Member Training Energizer Com

Committee Messages & Alerts



All messages from your administrator relating to this submission are filed in the Messages & Alerts page as a permanent part of the audit trail.



wcg <sup>*</sup> IRBNet Welcome to IRBNet Not registered yet? Register Now to get started!				
If you have already registered on IRBNet GovCloud you can log in here. Forgot your Username or Password? Click here for helo.	Username:			

Notice: This system processes U.S. Government information and is for the sole use of authorized Notice: This system processes U.S. Government information and is to the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to monitoring, recording and audit. Unauthorized use of this system is prohibited and may be subject to criminal and civil penalties. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set forth in this notice.

Continue

### **TRACKING PROGRESS IN YOUR REVIEW WORK QUEUE**

Section 1G. explains how to monitor which reviews you have completed and which reviews are still pending within VAIRRS.

### TRACKING PROGRESS IN YOUR REVIEW WORK QUEUE





#### CONTACTS

For assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet, contact:

Christine Basmajian Project Manager christine.basmajian@va.gov Catherine Kaczmarek IRB Administrator catherine.kaczmarek@va.gov

Samuel McVean RDC Coordinator samuel.mcvean@va.gov Terry Robinson IRB Administrator terry.robinson3@va.gov

Carolyn Slusher IACUC , SRS Coordinator carolyn.slusher@va.gov

Sheena Hatcher IRB Administrator sheena.hatcher@va.gov