VAAAHS

ORIENTATION FOR VAIRRS
ISSO and PO Information



TRAINING: Orientation for VAIRRS

MODULE 2d: A Look at VAIRRS from the ISSO and PO Perspective

This module has been created to guide the ISSO and PO at VAAAHS through the new processes for reviewing research protocols within the new web-based system - VAIRRS.





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THE LANGUAGE OF VAIRRS

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

THE LANGUAGE OF VAIRRS

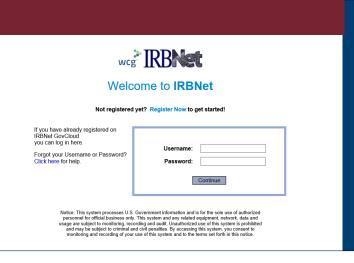


VAIRSS	Current Term used at VANTHCS
User	Anyone with a VAIRRS (IRBNet) account
Project	Study
Package	Submission all documents that you would include for any type of submission
Designer	iMedRIS Study Documents the designer replaces the previously used section of the study in iMedRIS where you would upload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

THE LANGUAGE OF VAIRRS (cont.)



VAIRSS	Current Term used at VANTHCS
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



LOGGING ON TO THE SYSTEM

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

Remember:

 The ISSO and PO have already had their accounts created. Speak with one of your VAIRRS administrators to receive your login information.

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

LOGGING ON TO THE SYSTEM



Log into IRBNet at: gov.irbnet.org





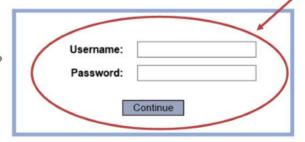
Welcome to IRBNet

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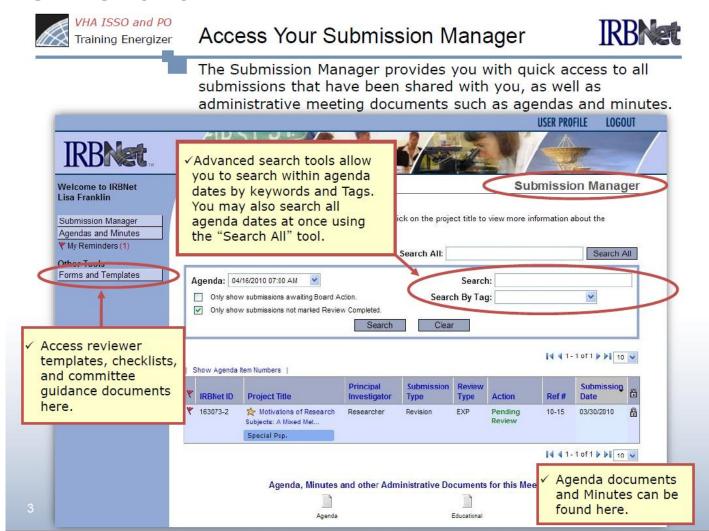


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EXPLORING THE SUBMISSION MANAGER WORKSPACE

Section 1C. provides an snapshot of what an ISSO or PO can expect to see when they log on to VAIRRS.

EXPLORING THE SUBMISSION MANAGER WORKSPACE



EXPLORING THE SUBMISSION MANAGER WORKSPACE

active reminder,

page.

the My Reminders

which may be read in



Principal

Investigator

Researcher

Agenda, Minutes and other Admir

Agenda

Submission

Revision

Review

Action

Pending

Review

Coordinator-defined Tags allow custom organization of submissions.

Clicking the Tag will display all submissions with that Tag.

10-15

03/30/2010

Show Agenda Item Numbers

Project Title

Special Pop.

Motivations of Research

Subjects: A Mixed Met.

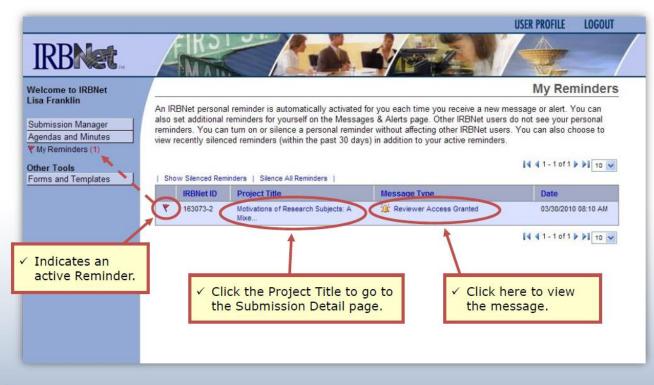
EXPLORING THE SUBMISSION MANAGER WORKSPACE



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.







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*.

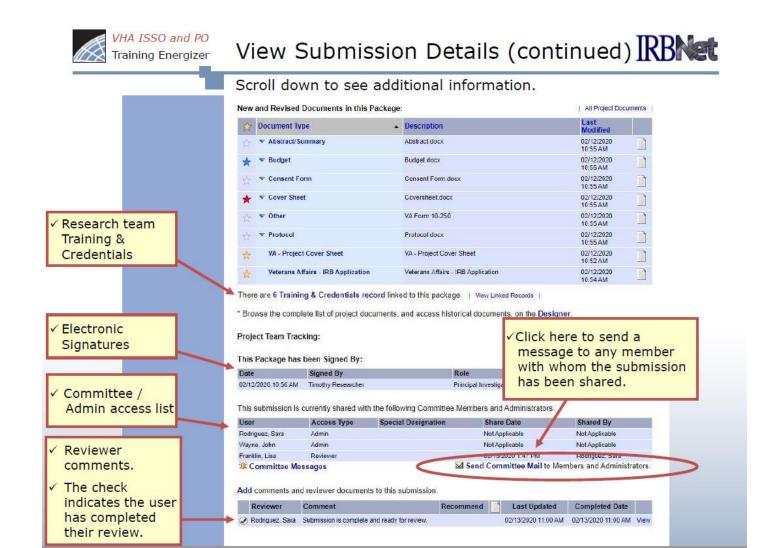
Remember, the term **Package** is the same as saying **Submission**.

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

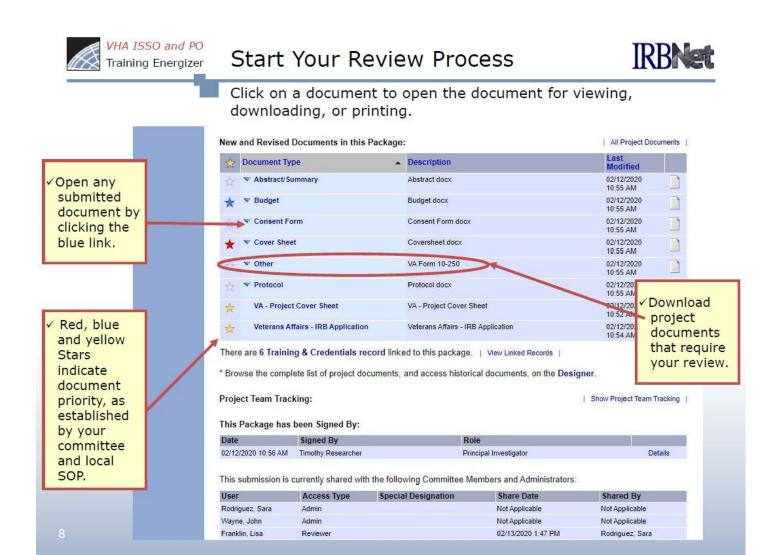
REVIEWING PROJECT SUBMISSIONS



REVIEWING PROJECT SUBMISSIONS



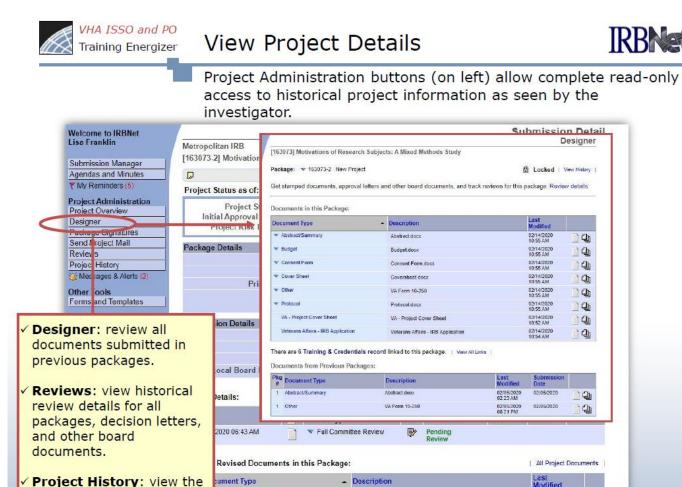
REVIEWING PROJECT SUBMISSIONS



complete submission

history.

REVIEWING PROJECT SUBMISSIONS



Abstract.docx

Budget.docx

02/12/2020

02/12/2020

Abstract/Summary

Budget



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ADDING COMMENTS AND DOCUMENTS TO A SUBMISSION

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

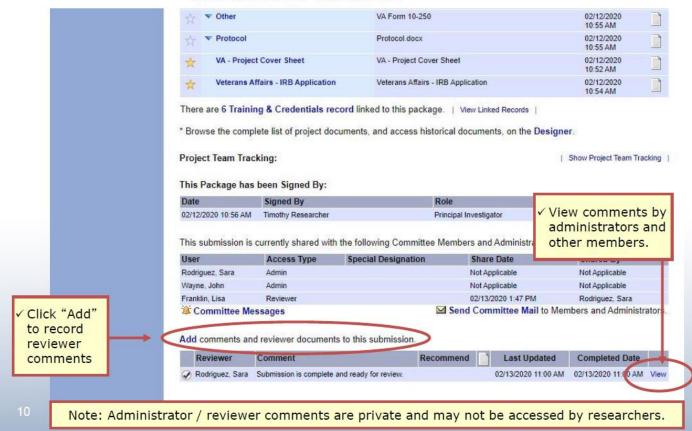
ADDING COMMENTS AND DOCUMENTS TO A SUBMISSION



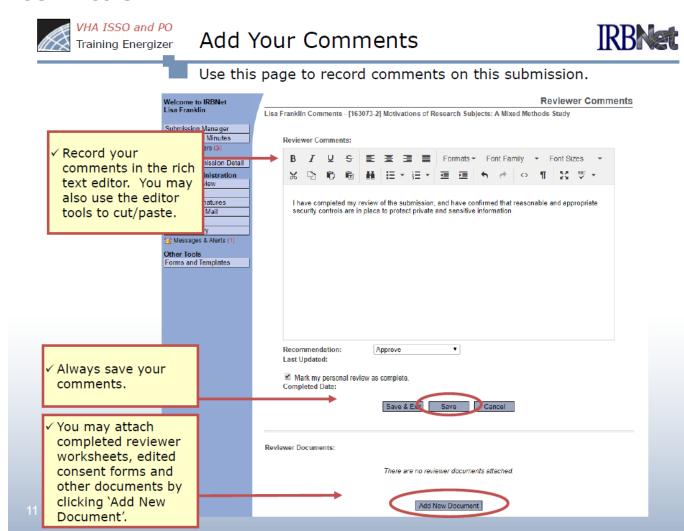
Add Reviewer Comments and Documents



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



ADDING COMMENTS AND DOCUMENTS TO A SUBMISSION

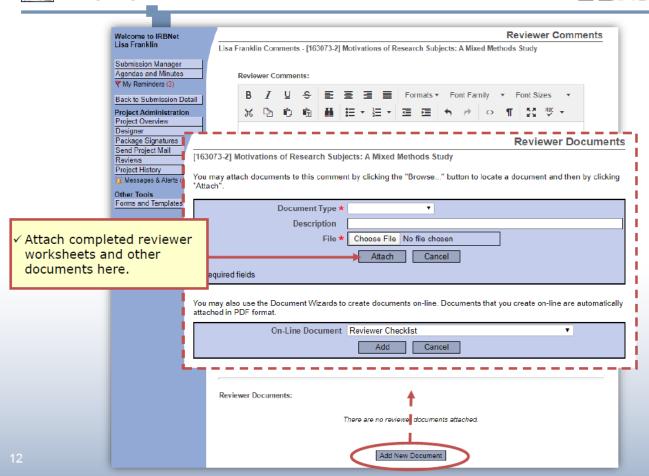


ADDING COMMENTS AND DOCUMENTS TO A SUBMISSION

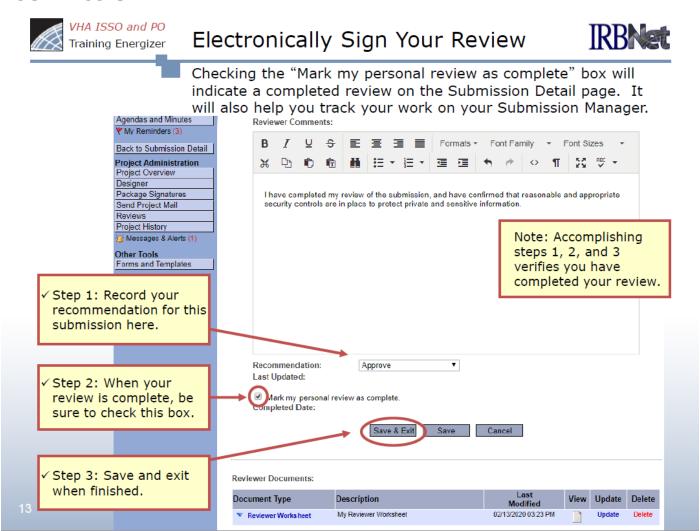


Attach Worksheets and More...





ADDING COMMENTS AND DOCUMENTS TO A SUBMISSION



ADDING COMMENTS AND DOCUMENTS TO A SUBMISSION



Complete Your Review Documentation



Once you have completed your review, your comments will be available for other committee staff and reviewers.

 Committee Messages will display all notifications for this submission (including important messages from your Coordinator).

ee Members and Administrators.

This submission is currently shared with the following Committee Members and Administrators: User Shared By Access Type Special Designation Share Date Rodriguez, Sara Admin Not Applicable Not Applicable Wayne, John Admin Not Applicable Not Applicable 02/13/2020 01:47 PM Reviewer Rodriguez, Sara Send Committee Mail to Members and Administrators Committee Messages Update your comments and reviewer documents Last Completed Reviewer Comment Recommend Updated Date Franklin, I have completed my review of the submission, and have confirmed that 02/13/2020 02/13/2020 Approve 03:39 PM 03:39 PM reasonable and appropriate security controls are in place to protect private and sensitive information. Your comments are recorded.



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COMMUNICATING WITHIN VAIRRS

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

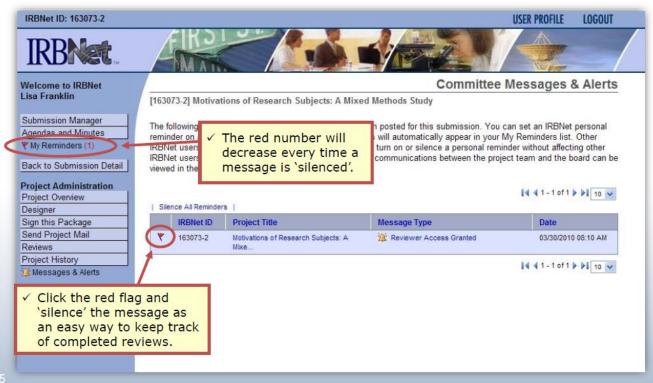
COMMUNICATING WITHIN VAIRRS



Committee Messages & Alerts



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





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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.

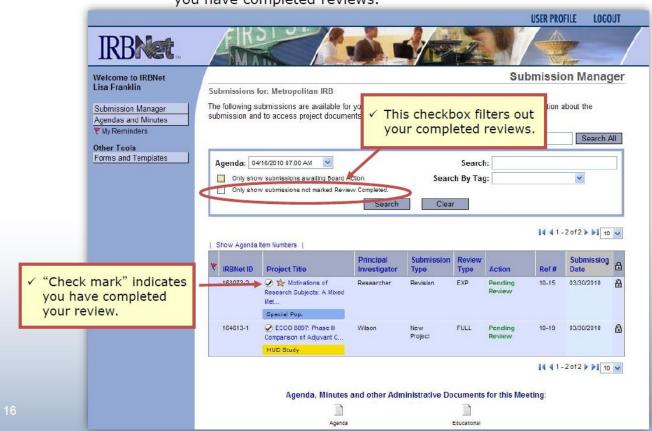
TRACKING PROGRESS IN YOUR REVIEW WORK QUEUE



Track Your Progress with Assigned Reviews



Your Submission Manager will show you submissions for which you have completed reviews.





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