

# VA Ann Arbor Healthcare System

## ORIENTATION FOR VAIRRS

**VA**



**U.S. Department of Veterans Affairs**

Veterans Health Administration



TRAINING: VANTHCS Orientation for VAIRRS

## **MODULE 1: Introduction to the VA Innovation and Research Review System**

This orientation has been designed to provide a smoother transition for individuals within the Research & Development Service at VANTHCS as we move from our current processes for submitting and managing research protocols to a new web-based system - VAIRRS. This module provides an overview of VAIRRS as well as instruction on creating your user profile in VAIRRS.



## SECTION 1

# What is VAIRRS

*The VA Innovation and Research Review System (VAIRRS) is the VA's enterprise instance of IRBNet.*

# OVERVIEW OF VAIRRS



U.S. Department of Veterans Affairs  
Veterans Health Administration



In September 2019, the ORD contracted with Minburn Technology Group, a Service-Disabled Veteran-Owned Small Business, to provide VAs across the nation with the software product **IRBNet**.

Once this product is fully rolled out, it will serve as the research committee software management platform for all VA medical centers with research programs.

The use of IRBNet within VHA is known as the VA Innovation and Research Review System (VAIRRS).

# OVERVIEW OF VAIRRS



U.S. Department of Veterans Affairs

Veterans Health Administration



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 help.

Username:

Password:

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 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.

## BENEFITS OF VAIRRS

A suite of electronic solutions to assist in compliance and productivity for Administrators, Committee Members, Researchers and Sponsors.

- Provides multiple tools for research design, management, and project/program oversight.
- Secure web-based solution, accessible to your research community anytime, anywhere.



# OVERVIEW OF VAIRRS

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## BENEFITS – For Local Research Administration

- Reduces administrative load on Research Office staff and committee members.
- Provides a central library of smart forms to support harmonized workflows.
- Supports all committee work (including IRB, R&D, SRS, IACUC, and others) with a unified solution.
- Allows for institutional tracking of all research and innovation projects regardless of funding or regulatory status.

# OVERVIEW OF VAIRRS

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## BENEFITS – For the Research Team

- Reduces administrative load for researchers and their project staff.
- Improves transparency of research protocol processing so researchers can know in real time the status of their project throughout the review/approval process. Also allows for remote oversight activities.
- Allows for more efficient multi site research review by supporting the single IRB review of studies.

# OVERVIEW OF VAIRRS

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## BENEFITS – For VHA

- This enterprise solution software will harmonize and standardize processes across VA research.
- All VHA research programs will use the software for research reporting to make sure we capture the complete scope of VA research and potentially promote opportunities for cross-institutional collaboration in key areas.



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# OVERVIEW OF VAIRRS

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## VAIRRS DEPLOYMENT

Deploying in a tiered system to the 108 research sites within the VA.

- VAAHS is part of the second tier (2020).
- All sites will be migrated by 2023.
- VAIRRS will be made available to the Facility Director, VISN, ORO, and ORD.



## SECTION 2

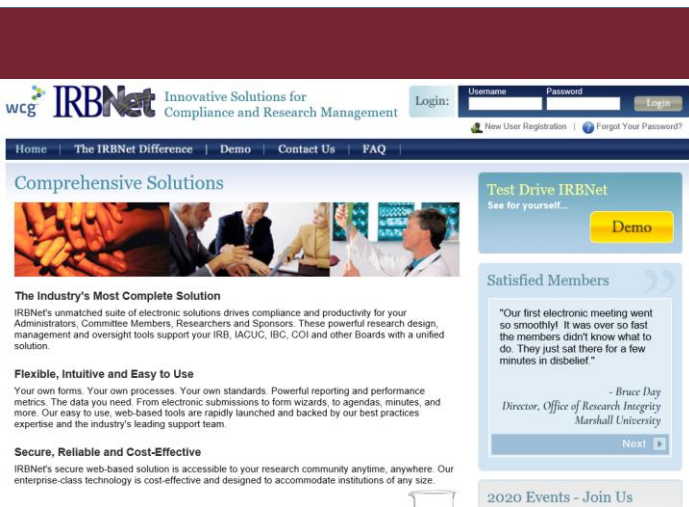
# My VAIRRS Account

*Steps for registering for an account in IRBNet(VAIRRS) and managing your User Profile.*

# MY VAIRRS ACCOUNT



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## CREATING AND ACTIVATING YOUR IRBNet/VAIRRS ACCOUNT

Being a web-based service, anyone can create an account with IRBNet and can access the system at anytime from anywhere.

When creating your account, remember:

- Committee members have already had their accounts created. Speak with one of your VAIRRS administrators to receive your login information.
- If you are an on-station VA employee, you are asked to use your **official VA email** when registering.
- Off-station researchers and collaborators can register using an alternative email address. Select an account that you check frequently since activity notifications will be sent to that address.

# MY VAIRRS ACCOUNT

## CREATING AND ACTIVATING YOUR IRBNet/VAIRRS ACCOUNT

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### New User Registration

IRBNet

To begin the registration process, go to [gov.irbnet.org](http://gov.irbnet.org) and click the Register Now link.

The screenshot shows the IRBNet Welcome page. At the top is the WCG IRBNet logo. Below it is the heading "Welcome to IRBNet". A red box on the left contains the text: "✓ Users that are not registered on IRBNet may click here to self-register". A red arrow points from this box to the "Register Now" link in the text "Not registered yet? Register Now to get started!". Below this, another red box contains the text: "✓ If you have forgotten your password, click here." A red arrow points from this box to the "Click here" link in the text "Forgot your Username or Password? Click here for help.". To the right of these instructions is a login form with fields for "Username:" and "Password:", and a "Continue" button. At the bottom of the page is a notice: "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 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."

WCG IRBNet

Welcome to IRBNet

✓ Users that are not registered on IRBNet may click here to self-register

Not registered yet? [Register Now](#) to get started!

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Forgot your Username or Password? [Click here](#) for help.

✓ If you have forgotten your password, click here.

Username:

Password:

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# MY VAIRRS ACCOUNT

## CREATING AND ACTIVATING YOUR IRBNet/VAIRRS ACCOUNT

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New User Energizer  
Training Energizer

### Basic Account Information

IRBNet

Fill out your first and last name, and choose a username and password.



Welcome to IRBNet GovCloud

Register Now

Don't have an existing account? Registering is a simple two step process:

1. Complete the registration information below. Once you register you will automatically be sent an activation email to verify that your email address is valid.
2. Click on the link contained within your activation email to verify that your email address is valid and to activate your account.

First Name:

Last Name:

Email Address:

Verify Email Address:

Phone Number:

Your Research Institution or Organization:

Salem VA Medical Center, Salem, VA

If you do not see your organization listed you may [add a new organization](#).

Choose a Username and Password for your new account. You can use this Username and Password to access all IRBNet GovCloud services.

Username:

Password:

Verify Password:

Continue

Cancel

# MY VAIRRS ACCOUNT

## CREATING AND ACTIVATING YOUR IRBNet/VAIRRS ACCOUNT



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New User Energizer  
Training Energizer

### Individual Terms of Use



All IRBNet users must agree to the Individual Terms of Use in order to register on the system.

**IRBNet: Individual User Terms of Use**

To register on IRBNet, you must read and agree to these Terms of Use, including any future amendments (collectively, the "Agreement").

**1. Acceptance of Terms.**

This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Research Dataware, LLC and both the company and service name are used interchangeably in this Agreement. In addition, when using particular IRBNet owned or operated services, you shall be subject to any posted guidelines or rules applicable to such services which may be posted from time to time. All such guidelines or rules are hereby incorporated by reference into this Agreement. IRBNet may also offer other services that are governed by different Terms of Use.

If this Agreement or any future changes are unacceptable to you, your sole remedy is to terminate your use of the Service. If you do not accept and abide by this Agreement, you may not use the services offered by IRBNet. By accessing or using the Service, you confirm your acceptance of, and agree to be bound by, this Agreement and any future changes to this Agreement. You agree to use the Service only in accordance with this Agreement. Nothing in this Agreement shall be deemed to confer any third party rights or benefits.

✓ Click "Accept" to accept the terms of use and continue.



# MY VAIRRS ACCOUNT

## CREATING AND ACTIVATING YOUR IRBNet/VAIRRS ACCOUNT

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New User Energizer  
Training Energizer

### Contact Information

IRBNet

Fill in your contact information. Be sure to use a valid email address. You will need to be able to receive emails from IRBNet in order to activate your account.

IRBNet™



### Account Recovery Information

#### Recovery Email Address and Phone Number

Please provide an email address and phone number where you can receive account recovery and security messages. Your Recovery Email (required) should be an email address that is accessible to you even if you are not logged in to your institutional network. Your Recovery Phone (optional) should be a phone number capable of receiving text messages.

Please provide and verify your Recovery Email address to continue. You may change your Recovery Email address and Recovery Phone number at any time from your User Profile.

Recovery Email \*

Recovery Phone

Verify Now

Cancel

\* required fields

# MY VAIRRS ACCOUNT

## CREATING AND ACTIVATING YOUR IRBNet/VAIRRS ACCOUNT

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New User Energizer  
Training Energizer

### Registration Complete

IRBNet

Once you finalize your registration, an activation email will be sent to your registered email address. You will need to click the link within that email to activate your account.

**IRBNet**

**Registration**

Registration is Complete

An activation email has been sent to your contact email address. You must click on the activation link within the email to activate your account.

Having trouble receiving your activation email from IRBNet? Try the following:

1. Check your spam box to make sure important IRBNet emails aren't getting accidentally filtered.
2. Make sure to whitelist all emails coming from irbnet.org to assure you receive them properly.
3. Generate a new activation email by logging in to IRBNet and clicking on your User Profile. Make a simple update (such as adding a fax number) and a new activation email will automatically be generated for you.
4. Contact the IRBNet Coordinator at your local Research Office who can provide more helpful information and can assist you in registering your account.

✓ Click "Continue" to finalize your registration and send the activation email.

Continue

# MY VAIRRS ACCOUNT

## CREATING AND ACTIVATING YOUR IRBNet/VAIRRS ACCOUNT

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Veterans Health Administration



## Welcome to IRBNet

Not registered yet? [Register Now](#) to get started!

If you have already registered on  
IRBNet GovCloud  
you can log in here.

Prefer to log in with your [PIV card](#)?  
(You must be logged in to your  
Agency network.)

Forgot your Username or Password?  
[Click here](#) for help.

Username:

Password:

Continue

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# MY VAIRRS ACCOUNT

## CREATING AND ACTIVATING YOUR IRBNet/VAIRRS ACCOUNT

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USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
Jessica OLeary

Help

My Projects

Create New Project

My Reminders

Other Tools

Forms and Templates

Your "My Projects" work  
users. Use Reminders

Search:

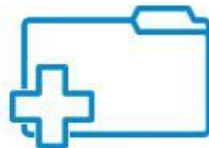
Create and Manage

IRBNet ID

My Projects

## Welcome to IRBNet

### What would you like to do?



Create a New Project



Update my User Profile

Help

Skip this

# MY VAIRRS ACCOUNT

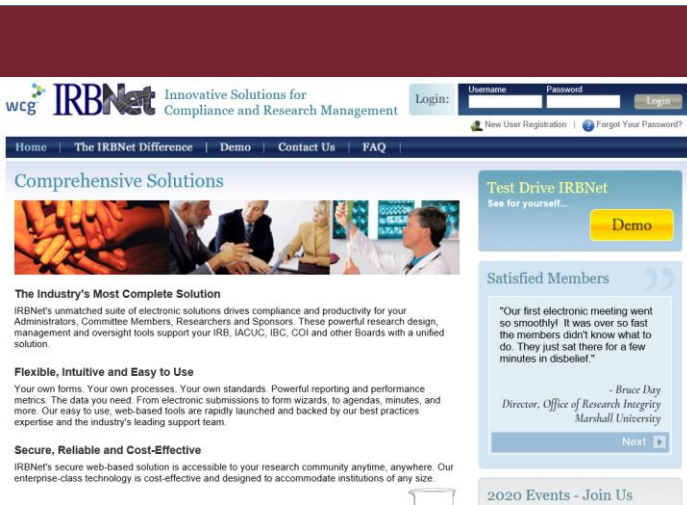
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## MANAGING YOUR AFFILIATIONS

Affiliations allow you to collaborate across research institutions and sponsors. As the user, you assign which affiliations you want in place for streamlining collaborations and communications across projects.



When managing your affiliations, remember:

- Affiliates should reflect those that are active members/collaborators on research currently under board/committee consideration. Besides local boards and committees, affiliates may include:
  - Other VAs
  - Academic Affiliates
  - Sponsors



# MY VAIRRS ACCOUNT

## MANAGING YOUR AFFILIATIONS



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New User Energizer  
Training Energizer

## Manage Affiliations



From the User Profile page you can add additional affiliations and trigger additional activation emails, if needed.

- ✓ Use the Add an Additional Affiliation link to add research affiliations.
- ✓ This is helpful if you are affiliated with multiple institutions, or if you are both a researcher and a board member.

**User Profile**

Your User Profile

access this page at any time to update your account information, change your password, manage your affiliations page your Training & Credentials records.

if you add or update an affiliation you will be sent an activation email to your contact email address. You must the link in the activation email to confirm your changes.

**Account Information and Password (Edit)**

User Name	jresearcher
First Name	John
Last Name	Researcher

**Affiliations**

- **Add an Additional Affiliation**

**Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)**

Telephone Number	(123) 456-7890
Email	irbdefault@mailinator.com

**Send me an activation email**

**Training & Credentials**

IRBNet allows you to track and share your training records, certifications, resumes and oth added to your profile, your training and credentials can be easily linked to your projects from by your project teams and can be quickly accessed and tracked by the boards that review permit you to directly submit your training and credentials without requiring you to link these

There are currently no documents in your profile.

**Add New Record**

- ✓ Click the "Send me an activation email" link to trigger an additional activation email to your registered email address.



# MY VAIRRS ACCOUNT

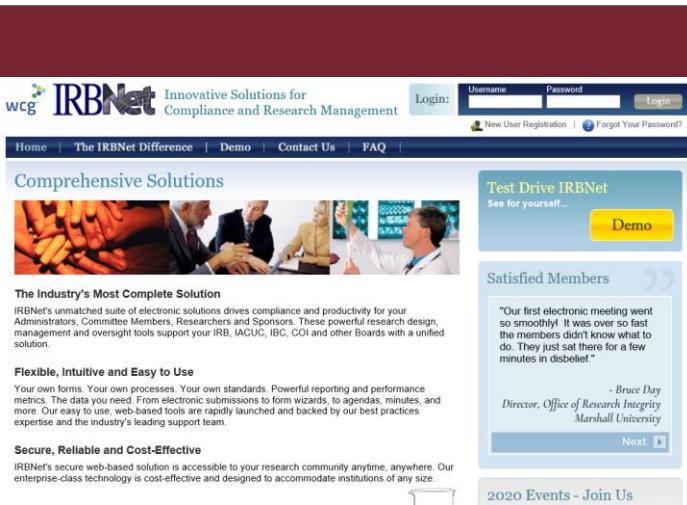
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## ADDING YOUR TRAINING & CREDENTIAL RECORDS

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials.



When adding your training & credential records, remember:

- IRBNet will automatically connect to CITI and TMS in order to document trainings completed in those platforms.
- Once added to your profile, your training and credentials can be easily linked to any of your projects.

# MY VAIRRS ACCOUNT

## ADDING YOUR TRAINING & CREDENTIAL RECORDS



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### Add Training & Credential Records **IRBNet**

Upload appropriate Training & Credential (T&C) documents to your User Profile, as required by your local institution.

Welcome to IRBNet  
John Researcher

My Projects

Create New Project

My Reminders

Other Tools

Forms and Templates

User Profile

Manage Your User Profile

You may access this page at any time to update your account information, change your password, manage your affiliations and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

User Account Information and Password (Edit)

User Name	jresearcher
First Name	John
Last Name	Researcher

Affiliations

- Add an Additional Affiliation

Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)

Telephone Number	(123) 456-7890
Email	irbdefault@mailinator.com

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once your training and credentials can be easily linked to your projects from the Designer, are accessible and can be quickly accessed and tracked by the boards that review your projects. Some boards also submit your training and credentials without requiring you to link these records to specific projects.

There are currently no documents in your profile.

Add New Record

✓ Click here to upload T&C documents.

# MY VAIRRS ACCOUNT

## ADDING YOUR TRAINING & CREDENTIAL RECORDS



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New User Energizer  
Training Energizer

### Enter Record Information

IRBNet

Enter the appropriate information and select the correct T&C document. Be sure to enter accurate Credit Hours and Expiration Date if applicable.

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

Other Tools  
Forms and Templates

Training & Credentials Record

Profile Owner: John Researcher

Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

Document Type: \* CV/Resume  
Description: My CV  
Credits/Credit Hours (if applicable):  
Effective Date: \* 05/03/2011  
Expiration Date:  
File: \*

\* required fields

✓ Click Attach to upload the document.

✓ Click Browse to select the correct T&C document to upload.

# MY VAIRRS ACCOUNT

## ADDING YOUR TRAINING & CREDENTIAL RECORDS

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New User Energizer  
Training Energizer

### Submit T&C Documents

IRBNet

Submit uploaded T&C documents to the correct committee, according to local committee SOPs.

Create New Project  
My Reminders  
Other Tools  
Forms and Templates

and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

**User Account Information and Password (Edit)**

User Name	jresearcher
First Name	John
Last Name	Researcher

**Affiliations**

- Add an Additional Affiliation




**Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)**

Telephone Number	(123) 456-7890
Email	irbdefault@mailinator.com

**Training & Credentials**

IRBNet allows you to track and share your training records, certifications, resume added to your profile, your training and credentials can be easily linked to your project by your project teams and can be quickly accessed and tracked by the boards that permit you to directly submit your training and credentials without requiring you to

✓ Click to submit the document to your committee.

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
36.1	CV/Resume	My CV		05/03/2011		05/16/2011 01:44 PM	Not Submitted	  

Submit

Add New Record



# MY VAIRRS ACCOUNT

## MAINTAINING YOUR TRAINING & CREDENTIAL RECORDS

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IRBNet

*How to link to your external CITI account*

### Overview

Your institution may allow you to link your IRBNet account with an external training account, such as CITI. Linking your IRBNet account to an external account allows information, such as training records, to be automatically available to you in IRBNet in accordance with your institution's preferences and rules.

### How to link your external CITI account: Step-by-Step Instructions

1. Log into IRBNet and click the User Profile link in the top right corner of the screen.
2. In the External Accounts section (near the bottom of the page), click Add External Account.

#### External Accounts

You can add your accounts from other organizations such as CITI to your IRBNet profile. Once you add an external account to your IRBNet profile, then external information such as training records can be automatically available to you in IRBNet. | [Learn More](#) |



*There are currently no external accounts in your profile.*

# MY VAIRRS ACCOUNT

## MAINTAINING YOUR TRAINING & CREDENTIAL RECORDS

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3. In the pop-up, enter your associated CITI Member ID from your CITI account. This number can be found at the top of your CITI homepage upon login.

User Name (Member ID: )



### Resources

4. To verify your ownership of the CITI account, you will receive a verification link to the institutional email address associated with your CITI affiliation. If your institutional email is blank, the verification link will be sent to your preferred email address.  
**\*\* To access/edit your CITI institutional email address, refer below to Troubleshooting #4**
5. Once you receive the email, click the verification link and you're all set! Your coursework will be automatically pulled into IRBNet over the next 24-hours.

(Depending on how quickly your CITI account information can be located, you may receive your verification link immediately, or it may take some time. If more than 24-hours pass and you still haven't received a verification email, refer to "Troubleshooting" below)



# MY VAIRRS ACCOUNT

## MAINTAINING YOUR TRAINING & CREDENTIAL RECORDS




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### Troubleshooting


If you are unable to verify your CITI account, please make sure of the following:

1. You have entered the correct CITI Member ID
2. Your CITI account is active
3. Your institution has enabled this service
4. Your CITI institutional email address is correct
  - o To access the institutional email address associated with your CITI affiliation:
    - Click “Update my profile” under the LEARNER TOOLS of the affiliation
    - Click “Update...” at the bottom of the Member Information page
    - Edit your Institutional email address
    - Submit - *(This change may take up to 24-hours to take effect in IRBNet)*


 [Add a course or update](#)


#### LEARNER TOOLS FOR

 [Optional Modules \(c](#)

 [Update my profile to](#)

 [See a list of all mod](#)

 [Click here to see yo](#)

 [Remove my affiliatic](#)

# MY VAIRRS ACCOUNT

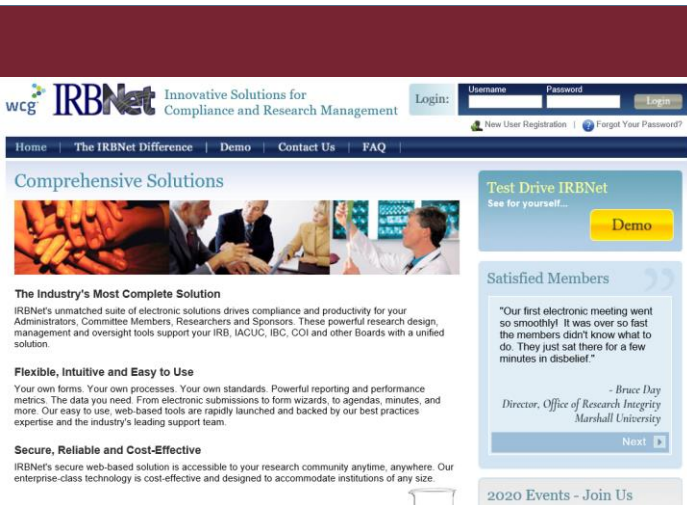
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## MAINTAINING YOUR TRAINING & CREDENTIAL RECORDS

Training compliance for a project's team can be tracked inside the project workspace. These records provide easy access for boards reviewing your projects.



When maintaining your training & credential records, remember:

- You can clearly see which records (for you and your team) are about to expire.
- You will receive email notifications of impending expiration at the address you provided when creating the IRBNet/VAIRRS account.

# MY VAIRRS ACCOUNT

## MAINTAINING YOUR TRAINING & CREDENTIAL RECORDS



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New User Energizer  
Training Energizer

### Manage your User Profile

IRBNet

Upload additional T&C documents as needed and keep your existing documents up to date as credentials change.

#### Other Tools

Forms and Templates

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

#### User Account Information and Password (Edit)

User Name jrresearcher

First Name John

Last Name Researcher

#### Affiliations

- Add an Additional Affiliation

#### Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com





#### Training & Credentials

IRBNet allow  
added to you  
by your proje  
permit you to

- ✓ Highlighted Expiration Date indicates this document will expire within the next 60 days.

resumes and other pers  
our projects from the D  
ards that review your pr  
you to link these recor

- ✓ To update a document, use the Pencil icon.
- ✓ The bell icon shows Messages and Alerts.
- ✓ Message coordinators using the envelope icon.

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
48.1	CITI 3. Principal or Asso. Investigators Biomedical Research - Basic Course	My CITI Training	15	06/16/2010	06/15/2011	05/18/2011 02:27 PM	Accepted	  
47.1	CV/Resume	My CV		05/03/2011		05/18/2011 02:26 PM	Accepted	  

Add New Record



## 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, PhD***

Project Manager

[christine.basmajian@va.gov](mailto:christine.basmajian@va.gov)

***Catherine Kaczmarek***

IRB Administrator

[catherine.kaczmarek@va.gov](mailto:catherine.kaczmarek@va.gov)

***Sam McVean***

RDC Coordinator

[samuel.mcvean@va.gov](mailto:samuel.mcvean@va.gov)

***Terry Robinson***

IRB Administrator

[terry.robinson3@va.gov](mailto:terry.robinson3@va.gov)

***Carolyn Slusher***

IACUC , SRS Coordinator

[carolyn.slusher@va.gov](mailto:carolyn.slusher@va.gov)

***Sheena Hatcher***

IRB Administrator

[sheena.hatcher@va.gov](mailto:sheena.hatcher@va.gov)