

# VAAAHS

ORIENTATION FOR VAIRRS  
Researcher Information



TRAINING: Orientation for VAIRRS

## **MODULE 2a: A Look at VAIRRS from the Researcher's Perspective**

This module has been created to guide investigators (PIs and Co-Is), research managers, and research coordinators within the Research & Development Service at VAAHS through the new processes for submitting and managing research protocols in the new web-based system - VAIRRS.



## SECTION 1

# Managing Your Projects

- A. *The Language of VAIRRS*
- B. *Logging on to the System*
- C. *Managing Projects on the System*
- D. *Creating & Assembling Your First Project*
- E. *Sharing with Your Research Team*
- F. *Submitting Your Package*
- G. *Making Corrections to Your Package*

# MANAGING YOUR PROJECTS



Welcome to IRBNet

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Username:

Password:

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## 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 <i>all documents that you would include for any type of submission</i>
Designer	iMedRIS study documents <i>the designer replaces the previously used section of the SharePoint site where you would upload required documents for submission</i>

# MANAGING YOUR WORKSPACE

THE LANGUAGE OF VAIRRS (cont.)



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

# MANAGING YOUR PROJECTS

## LOGGING ON TO THE SYSTEM

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



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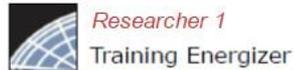
Username:

Password:

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# MANAGING YOUR PROJECTS

## LOGGING ON TO THE SYSTEM



Log into IRBNet at: [gov.irbnet.org](http://gov.irbnet.org)



**wcg 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 help.

Username:

Password:

✓ Users that have registered on IRBNet can simply enter their user name and password to access their workspace.

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# MANAGING YOUR PROJECTS

## LOGGING ON TO THE SYSTEM



Your Help page provides an easy first experience.



Your Help page appears as a default until you have an IRBNet Project. From here you may update your User Profile with Training & Credentials, Create a New Project, or review online Help.

The screenshot shows the IRBNet user interface. At the top right, there are links for "USER PROFILE" and "LOGOUT". The main heading is "Welcome to IRBNet" followed by "What would you like to do?". There are three main options: "Create a New Project" (with a folder icon), "Update my User Profile" (with a person icon), and "Help" (with a question mark icon). A "Skip this" link is also present. Annotations in yellow boxes with red borders provide instructions: one points to the "Create a New Project" option, another to the "Update my User Profile" option, and a third to the "Help" link.

Other Tools  
Forms and 1

✓ Click here to begin to assemble your First Project;  
✓ If you are working with a colleague, they may have created the project before you – always check.

✓ Add Training & Credentials to your User Profile here.

✓ Additional instructions are available here.

# MANAGING YOUR PROJECTS

## MANAGING PROJECTS ON THE SYSTEM

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



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.

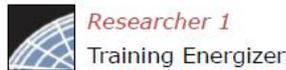
Username:

Password:

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# MANAGING YOUR PROJECTS

## MANAGING PROJECTS ON THE SYSTEM



### Access My Projects



The My Projects page provides you with access to all of your research projects.

USER PROFILE LOGOUT

Welcome to IRBNet  
Alan Parsons

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:  Search By Tag:

Search Clear

1 - 2 of 2

Create and Manage Tags | Show Archived Projects (4) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

1 - 2 of 2

✓ Access your institution's forms and instructions here.

✓ NOTE: The search feature at the top allows you to search by Project Tags, as well as fields such as Principal Investigator, Key Words, Internal Reference Number and Sponsor.

# MANAGING YOUR PROJECTS

## MANAGING PROJECTS ON THE SYSTEM



### Manage your My Projects page



Organize your projects and manage workflow using Project Tags and Archiving.

The screenshot shows the IRBNet 'My Projects' workspace. The page header includes 'USER PROFILE' and 'LOGOUT'. The main content area has a search bar and a 'Search By Tag' dropdown. A table lists projects with columns for 'IRBNet ID', 'Project Title', and 'Principal Investigator'. Annotations include:

- A red box around the 'Create and Manage Tags' link in the left sidebar with the text: '✓ Create and edit Project Tags by clicking this link.'
- A red box around the 'Archive' icon in the table with the text: '✓ Click here to Archive projects which are no longer active.'
- A red box around the 'Add and Remove Tags' dialog box with the text: '✓ Add a personal tag (only you can see it) or a shared tag (everyone with access can see it) to create your personalized filing structure.'

IRBNet ID	Project Title	Principal Investigator
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher
107645-2	Multicenter, Prospective, Randomized, Co...	Price

# MANAGING YOUR PROJECTS

## CREATING & ASSEMBLING YOUR FIRST PROJECT

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



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

Username:

Password:

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Step 1 – Create the project

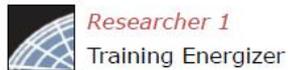
*Remember, the term **Project** is the same as saying **Study**.*

Step 2 – Assemble the documents needed for the initial package.

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

# MANAGING YOUR PROJECTS

## CREATING & ASSEMBLING YOUR FIRST PROJECT



### Create your New Project



Provide basic information about your project.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
Alan Parsons

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

My Projects  
Create New Project  
My Reminders

Other Tools  
Forms and Templates

Research Institution: Metropolitan University, Fredenck, MD

Motivations of Research Subjects: A Mixed Methods Study

Title: \*

Local Principal Investigator:

First Name: \* John

Last Name: \* Researcher Degree(s): PhD

Keywords: Incentive, Extra Credit

Sponsor: National Research Foundation

You may specify an internal account number, billing identifier or reference number for this project.

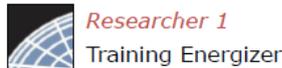
Internal Reference Number:

Continue Cancel

\* required fields

# MANAGING YOUR PROJECTS

## CREATING & ASSEMBLING YOUR FIRST PROJECT



### Assemble your Submission Package **IRBNet**

Review instructions, then begin to add your project documents (attachments and document wizards) for submission purposes.

The screenshot shows the IRBNet Designer interface for a project titled "[48797] Prevalence and outcomes of Pulmonary Contusions Following Blunt Trauma". The interface includes a left-hand navigation menu, a main content area with project details, and a bottom section with buttons for "Start a Wizard" and "Attach New Document".

**Left-hand navigation menu:**

- Welcome to IRBNet Alan Parsons
- My Projects
  - Create New Project
- My Reminders
- Project Administration
  - Project Overview
  - Designer** (circled in red)
  - Share this Project
  - Sign this Package
  - Submit this Package
  - Delete this Package
  - Send Project Mail
  - Project History
- Messages & Alerts
- Other Tools
  - Forms and Templates

**Main Content Area:**

- Package: 48797-1 Work in progress (Not submitted)
- Click to add a package description or notes.
- Step 1:** Download blank forms, document templates and reference materials to assist you in assembling your d
- Select a Library: Baystate Health Sponsored Programs Administration (SPA), Springfield, MA (dropdown menu)
- Select a Document: Ancillary Services Worksheet (dropdown menu) [Download]
- Step 2:** Assemble your document package here. You can add new project documents, revise existing project d, maintaining version history, and link your project team's Training & Credentials to your package. | Learn
- Documents in this Package: There are no documents in this package.
- & Credentials records linked to this package. | Link / Un-Link Training Records |

**Bottom Section:**

- Start a Wizard OR Attach New Document (When)

✓ Drop down menu reveals institution-specific libraries.

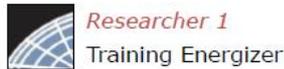
✓ Select appropriate document and download.

2 ✓ If your institution requires the completion of an online IRBNet Document Wizard, click 'Start a Wizard' and select the form here.

1 ✓ Drag and drop, or click 'Attach New Document', to add multiple completed documents at one time.

# MANAGING YOUR PROJECTS

## CREATING & ASSEMBLING YOUR FIRST PROJECT



### Assemble your Submission Package (continued)

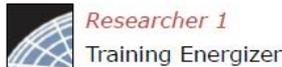


Multiple documents may be added at once by clicking 'Attach New Document', or by dragging onto the page from your desktop.

The screenshot shows the IRBNet web interface. On the left is a navigation menu with sections: 'My Projects' (Create New Project), 'My Reminders', 'Project Administration' (Project Overview, Designer, Share this Project, Sign this Package, Submit this Package, Delete this Package, Send Project Mail, Project History), and 'Other Tools' (Forms and Templates). The main content area shows a project titled '[48797] Prevalence and outcomes of Pulmonary Contusions Following Blunt Trauma' in the 'Designer' role. Below the title, it says 'Package: 48797-1 Work in progress (Not submitted)'. A modal dialog box titled 'Adding documents to this package...' is open, listing two documents: 'Consent Form - Spinal Mo... (91K)' and 'Cervical Clinical Protocol ... (272K)'. Each document has a blue progress bar. A 'Close' button is at the bottom of the dialog. A red dashed box highlights the dialog, and a red arrow points from the 'Attach New Document' button at the bottom of the page to the dialog. Below the dialog, it says 'There are no documents in this package.' At the bottom of the page, there are buttons for 'Start a Wizard', 'Attach New Document' (circled in red), and '(When should I do this?)'. The number '8' is in the bottom left corner.

# MANAGING YOUR PROJECTS

## CREATING & ASSEMBLING YOUR FIRST PROJECT



Finish incomplete documentation.



- ✓ Incomplete documentation is indicated within the Document Type field. Submission packages with incomplete items are prevented from submission.

**Welcome to IRBNet Alan Parsons**

**Designer**

[431446] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

Package: 431446-1 Work in progress (Not submitted)

My Projects  
Create New P  
My COI  
My Reminder

Project Admin  
Project Overv  
Designer

Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Project History  
Messages & Alerts

Other Tools  
Forms and Templates

✓ Incomplete items are indicated in (red).  
✓ Click (please select) to choose Document Type.

Select a Document: Korean Consent Form Download

**Step 2:**  
Assemble your document package here. You can add new project documents, revise existing documents, maintain version history, and link your project team's Training & Credentials to your package.

Documents in this Package:

Document Type	Description	Last Modified	1	2	3	4
(please select)	Consent Form - Spinal Motion.doc	04/04/2016 10:16 AM	📄	📄	✏️	✖️
Amendment/Modification	Cervical Clinical Protocol 3-23-06[1].pdf	04/04/2016 10:16 AM	📄	📄	✏️	✖️
PHS Retrospective Review and Mitigation Report (incomplete)	PHS Retrospective Review and Mitigation Report	04/04/2016 10:27 AM	📄	📄	✏️	✖️

There are no Training & Credentials for this package.

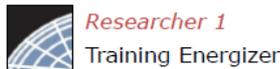
✓ To finish incomplete (incomplete) Smart Forms, click the (✏️) pencil.

1 View document  
2 View document revision history  
3 Update  
4 Delete document

(When should I do this?)

# MANAGING YOUR PROJECTS

## CREATING & ASSEMBLING YOUR FIRST PROJECT



Add relevant Training & Credentials (T&C) records, as required.



Be sure to link any required T&C documents, from the T&C records of any team members shared on the project.

**Welcome to IRBNet**  
Alan Parsons

**My Projects**  
Create New Project  
My COI  
My Reminders

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Project History  
Messages & Alerts

**Other Tools**  
Forms and Templates

**Designer**

[431446] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

**Package:** 431446-1 Work in progress (Not submitted)

Notes for this specific package go here.

**Step 1:** Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Documents for Researchers (Override)

Select a Document: Korean Consent Form **Download**

**Step 2:** Assemble your document package here. You can add new project documents, maintaining version history, and link your project team's Training & Credentials records to this package.

Amendment/Modification: Cervical Clinical Protocol 3-23-06[1].pdf

PHS Retrospective Review and Mitigation Report (incomplete) PHS Retrospective Review and Mitigation Report 04/04/2016 10:27 AM

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

**Start a Wizard** OR **Attach New Document** (When should I do this?)

**NOTE:** For information on uploading and managing T&C documents, see the New User Registration energizer.

Submission package notes may be added here to aid later reference by your team.

Click to Link any necessary T&C documents to this package. This lists all T&C documents for every team member 'shared' on this project.

# MANAGING YOUR PROJECTS



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

Username:

Password:

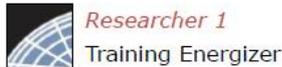
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## SHARING WITH YOUR RESEARCH TEAM

Section 1E. explains how to share this project information with other members of your research team who also have accounts within VAIRRS.

# MANAGING YOUR PROJECTS

## SHARING WITH YOUR RESEARCH TEAM



### Share with your Research Team



Give access to any team member with whom you will be collaborating.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

### Share Project

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

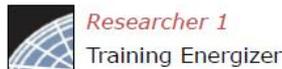
You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi site:** Use this option only if your project is a multi-site project and you wish to send a complete and sent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able project documents from the lead site and may modify their copy of these documents (such as consent meet the requirements of their local Board. You will be able to monitor the progress of this project at every . The other local Principal Investigators will also be able to monitor the progress of this project at every local (including your own).
- **Transfer ownership:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this and the designated user will be granted **Full** access.

✓ Almost every project requires the "Share" designation.

# MANAGING YOUR PROJECTS

## SHARING WITH YOUR RESEARCH TEAM



Select your colleague's institution



You may collaborate both within your Institution and across Institutions in the course of your project.

The screenshot shows the IRBNet interface for sharing a project. At the top, it displays 'IRBNet ID: 137618-1' and 'USER PROFILE LOGOUT'. The main heading is 'Share Project' with a sub-heading '18-1] Motivations of Research Subjects: A Mixed Methods Study'. Below this, a message states: 'You may share this project with other IRBNet users. Sharing a project consists of three steps: 1. Select an organization to display a list of IRBNet users at that organization. 2. Specify the access that you wish to grant each user at that organization. 3. Save your changes.' The interface includes a search box for an organization, a 'Search' button, and a 'Clear' button. Under 'Organization types display', there are checkboxes for 'Research Institutions' (checked), 'Boards', and 'Sponsors', along with a 'Display' button. A dropdown menu shows a list of organizations, with 'Metropolitan University, Frederick, MD' highlighted. A 'Select Organization' button is at the bottom. A sidebar on the left contains navigation options like 'My Projects', 'Project Administration', and 'Share this Project'. Three red callout boxes provide instructions: one points to the 'Research Institutions' checkbox, another points to the highlighted organization in the dropdown, and a third points to the 'Metropolitan University' entry.

✓ Select 'Research Institution' to share with a team member.

✓ Select the Organization in which your colleagues are members.

✓ The default organization highlighted is your home institution.

# MANAGING YOUR PROJECTS

## SHARING WITH YOUR RESEARCH TEAM



Researcher 1  
Training Energizer

### Set the proper level of access



You may grant each member of your team the level of access that they require.

**Welcome to IRBNet**  
Alan Parsons

My Projects  
Create New Project  
My Reminders

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts

**Other Tools**  
Forms and Templates

**Share Project**

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

Specify the access that you wish to grant to each user at **Metropolitan University**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User:

IRBNet User	Permission Access
Chandry, Francis	<input type="radio"/> Full <input type="radio"/> Write <input checked="" type="radio"/> Read <input type="radio"/> No Access

One User found.

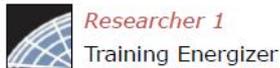
Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments

✓ Grant only the level of access required for each collaborator.

# MANAGING YOUR PROJECTS

## SHARING WITH YOUR RESEARCH TEAM



### Communicate with your Project Team



Use the Send Project Mail tool to quickly communicate with your team.

**Welcome to IRBNet Alan Parsons**

- My Projects
- Create New Project
- My Reminders
- Project Administration**
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail**
- Reviews
- Project History
- Messages & Alerts
- Other Tools**
- Forms and Templates

### New Project Message

[137775-1] Motivations of Research Subjects: A Mixed Methods Study

Use this page to send communications to the Project Team or to the Board Contacts for any submitted package. Your message will also be automatically posted to the Project Messages & Alerts. Messages sent from this page become part of the project record and can be viewed by the Project Team and other users who have been granted access to this project as well as by Committee Members and Administrators that review this project.

Project Team:

User	User Organization	Send Mail
Chandry, Francie	Metropolitan University, Frederick, MD	<input type="checkbox"/>
Palazzo, Enrico	Metropolitan University, Frederick, MD	<input type="checkbox"/>
Researcher, John	Metropolitan University, Frederick, MD	<input type="checkbox"/>

Board Contacts:

*There are no submitted packages.*

Subject \* IRBNet message from John Researcher

Message \* Re: [137775-1] Motivations of Research Subjects: A Mixed Methods Study

Please login to IRBNet to review this project.

Regards,  
John Researcher

Send Cancel

\* required fields

# MANAGING YOUR PROJECTS



Welcome to IRBNet

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

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

Username:

Password:

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## SUBMITTING YOUR PACKAGE

Section 1F. explains how to SUBMIT the package you created for your project to the research office within VAIRRS.



# MANAGING YOUR PROJECTS

## SUBMITTING YOUR PACKAGE



Submit your project's package for review



You may submit your project's package to one or more boards for review.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Alan Parsons

**Submit Package**

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Only show My Default Boards

Gotham IRB, Frederick, MD  
Western Institutional Review Board (WIRB), Puyallup, WA

Select a Board \*

\* required fields

✓ The default board for your institution is highlighted.

# MANAGING YOUR PROJECTS

## SUBMITTING YOUR PACKAGE



### Submit to your Board



The system enables you to send a message to your coordinator and indicate the submission type. IRBNet knows the coordinator of your committee.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

## Submit Package

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

The following IRBNet users at **Metropolitan IRB** will be automatically notified of your submission:

Halway, Ann

Submission Type: \*

You may also specify additional comments to be included in this notification.

Your Comments:

✓ Send a kind word to your local board administrators!

Note: The package will be locked upon submission.

# MANAGING YOUR PROJECTS



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:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Continue"/>	

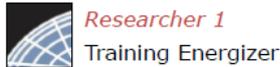
Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to monitoring, recording and audit. Unauthorized use of this system is prohibited and may be 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.

## MAKING CORRECTIONS TO YOUR PACKAGE

Section 1G. explains how to make corrections to package you have submitted to the research office within VAIRRS.

# MANAGING YOUR PROJECTS

## MAKING CORRECTIONS TO YOUR PACKAGE



Did you submit an incomplete package?



If you have forgotten to add a necessary document or need to make a quick change to a recently submitted project package, CONTACT YOUR LOCAL BOARD ADMINISTRATOR.

For advanced topics, such as submitting subsequent packages (for reportable events, continuing reviews, modifications, etc.), please refer to the R2 Training Energizer. CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.

# MANAGING YOUR PROJECTS

## MAKING CORRECTIONS TO YOUR PACKAGE



### Managing unlocked packages



If revisions are needed before your submission is reviewed, your coordinator *may* unlock the package for you to revise. Unlocked projects can easily be managed from the My Projects page.

USER PROFILE LOGOUT

Welcome to IRBNet  
Alan Parsons

My Projects  
Create New Project  
My Reminders (1)

Other Tools  
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:  Search By Tag:

Search Clear

1 - 3 of 3

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
137618-1	Motivations of Research Subjects: A Mix...	Researcher	New Project	Pending Review	
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...				

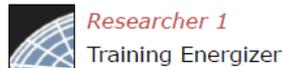
1 - 3 of 3

✓ Open your project by clicking the Project Title.

✓ Indicates your Coordinator has "unlocked" the package for further revisions.

# MANAGING YOUR PROJECTS

## MAKING CORRECTIONS TO YOUR PACKAGE



### Make necessary revisions



While the package is "unlocked," from the Designer page you may add or revise documents, before you 'Mark Revisions Complete'.

**Welcome to IRBNet**  
Alan Parsons

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Create a New Package  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

[431358] My Fancy New Project

Pa ✓ Indicate to your board administrator you have completed your revisions. This will "re-lock" the package.

he d have hover text. Sorts are arbitrary

Ge ard documents, and track reviews for this package: [Review details](#).

Assemble your document package here. You can add new project documents, maintaining version history, and link your project team's Training & Credentials records.

✓ View complete audit trail of package locking and unlocking. Instructions from your Coordinator may be found here.

**Documents in this Package:**

Document Type	Description	Last Modified	
Application Form	Application Form: New Submission	03/23/2016 02:48 PM	
Study Plan	Study Plan	03/23/2016 02:47 PM	

There is 1 **Training & Credentials record** linked to this package. | [View All Links](#) | [Link / Un-Link Training Records](#) |

OR [Attach New Document](#) (When should I do this?)

✓ Attach additional documents here.

[Mark Revisions Complete](#) (When should I do this?)

[View History](#)

# MANAGING YOUR PROJECTS



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:

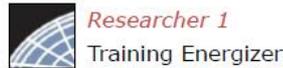
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## TRACKING YOUR PACKAGE

Section 1H. explains how to track your package status within VAIRRS.

# MANAGING YOUR PROJECTS

## TRACKING YOUR PACKAGE



### Receive your review decision



Review decisions are available in real time from your Project Overview.

**Welcome to IRBNet**  
Alan Parsons

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Create a New Package  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

**Project Overview**  
[137618-1] Motivations of Research Subjects: A Mixed Methods Study

You have Full access to this project. (Edit)

Research Institution Metropolitan University, Frederick, MD
Title Motivations of Research Subjects: A Mixed Methods Study
Principal Investigator Researcher, John, PhD
Keywords Incentive, Extra Credit
Sponsor National Research Foundation

The documents for this project can be accessed from the Designer.

Project Status as of: 03/12/2013

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick, MD		Pending Review	

Package 442690-1 is: Locked - Revisions Complete

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Metropolitan IRB, Frederick, MD	03/12/2013	New Project	Pending Review		<a href="#">Review Details</a>

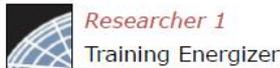
Shared with the following IRBNet users:

IRBNet User	Organization
Chandry, Francis	Zanzibar University, Frederick, MD
Palazzo, Enrico	Zanzibar University, Frederick, MD
Researcher, John	Zanzibar University, Frederick, MD

✓ Click here to access review decision documentation for this package.

# MANAGING YOUR PROJECTS

## TRACKING YOUR PACKAGE



Check Review Details, including decisions and board documentation



Review Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, as well as decision letters, stamped documents and other Board Documents.

The screenshot shows the IRBNet web application interface. At the top, it displays the user's IRBNet ID (137618-1) and options for 'USER PROFILE' and 'LOGOUT'. The main header features the IRBNet logo and a navigation bar with 'Review Details' selected. The left sidebar contains a 'Welcome to IRBNet' message for Alan Parsons and a list of navigation options, with 'Reviews' circled in red. The main content area displays the project title '[137618-1] Motivations of Research Subjects: A Mixed Methods Study' and the board 'Metropolitan IRB, Frederick, MD'. Below this, a 'Submission Details' table lists information such as the submission date (09/30/2009) and type (New Project). A 'Review Details' table shows a single entry with a 'Pending Review' status. A 'Board Documents' section at the bottom indicates that there are currently no documents from the Metropolitan IRB. Three red boxes with checkmarks provide instructions: one points to the 'Reviews' link in the sidebar, another points to the 'Pending Review' status in the table, and a third points to the 'Board Documents' section.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet  
Alan Parsons

My Projects  
Create New Project  
My Reminders (3)

Project Administration  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Create a New Package  
Messages & Alerts (3)

Review Details

[137618-1] Motivations of Research Subjects: A Mixed Methods Study  
Metropolitan IRB, Frederick, MD

Submission Details

Submitted To	Metropolitan IRB, Frederick, MD
Submitted by	John Researcher
Submission Date	09/30/2009
Submission Type	New Project
Local Board Reference Number	09-497

Review Details:

Agenda	Review Type	Status	Effective Date	Expiration Date
10/16/2009 08:00 AM	Expedited Review	Pending Review		

Board Documents:

There are currently no documents from Metropolitan IRB.

✓ Board Documents and review information for all packages can be found here.

✓ Follow the review process here.

✓ Board documents will appear here.

An American flag is shown on the left side of the slide, partially visible, with the stars and stripes clearly seen. The flag is draped and appears to be in motion or folded.

## 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)

Samuel 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)



## SECTION 2

### Post-Submission Topics

- A. *Performing My Projects Management*
- B. *Managing My Reminders*
- C. *Reviewing Project Messages & Alerts*
- D. *Creating New Packages for Your Project*
- E. *Adding & Revising Documents*
- F. *Completing & Submitting Subsequent Packages*

# POST-SUBMISSION TOPICS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center

## PERFORMING MY PROJECTS MANAGEMENT

Section 2A. provides an overview of the MY PROJECTS area of your workspace within VAIRRS. It details how to track packages and search for projects that you initiated or that have been shared with you.



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:

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# POST-SUBMISSION TOPICS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center

## PERFORMING MY PROJECTS MANAGEMENT



Did you submit an incomplete package?

IRBNet

If you have forgotten to add a necessary document or need to make a quick change to a recently submitted project package, CONTACT YOUR LOCAL BOARD COORDINATOR.

Responses to board requests and normal actions in the project life cycle (reportable events, continuing reviews, adverse events, study team changes, investigator - and sponsor - initiated modifications, etc.) require the creation of subsequent packages in a project. CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.

# POST-SUBMISSION TOPICS

## PERFORMING MY PROJECTS MANAGEMENT

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Advanced My Projects Management **IRBNet**

Use the Search field combined with the Search By Tag menu to enable focused searching.

✓ Search example: Find all oncology department projects with Dr. Smith as the PI (Search "Smith" + "Oncology Dept" tag)1

Search:  Search By Tag:

Search Clear

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
137618-1	Motivations of Research Subjects: A Mxe...	Researcher	New Project	Modifications Required	10/05/2009
108459-3	Double-Blind, Multicenter Phase 3 Study ...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

✓ Click any Project Tag to search for all projects with that Tag.

# POST-SUBMISSION TOPICS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center

## MANAGING MY REMINDERS

Section 2B. provides details about the MY REMINDERS section of your workspace within VAIRRS.



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:

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# POST-SUBMISSION TOPICS

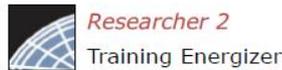
## MANAGING MY REMINDERS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Receive Notifications



Once the committee has rendered a decision you will receive an automatic e-mail notification, found in My Reminders.

✓ Click My Reminders to view all of your active notifications concerning any of your IRBNet projects.

My Projects

Search:  Search By Tag:

Search Clear

1 - 3 of 3 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
37618-1	Motivations of Research Subjects: A Mbe...	Researcher	New Project	Modifications Required	10/05/2009
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

1 - 3 of 3 10

✓ The flag indicates an active Reminder for this project.

# POST-SUBMISSION TOPICS

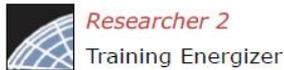
## MANAGING MY REMINDERS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Review My Reminders



All notifications sent to you across all of your projects will appear here. An e-mail will be sent to your registered e-mail address.

**Message** Reply

Date: 10/05/2009 11:32 AM  
To: "John Researcher" <researcher\_john@yahoo.com>  
From: "Ann Halway" <no-reply@irbnet.org>  
Reply To: "Ann Halway" <ahalway@mailinator.com>  
Subject: IRBNet Board Action

Please note that Metropolitan IRB has taken the following action on IRBNet:

Submission: [137618-1] Motivations of Research Subjects: A Mixed Methods Study  
Action: MODIFICATIONS REQUIRED  
Effective Date: October 5, 2009

Should you have any questions you may contact Ann Halway at ahalway@mailinator.com.

Thank You

IRBNet ID	Project Title	Date
137618-1	Motivations of Research Mxe...	
137618-1	Motivations of Research Subjects: A Mxe...	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mxe...	10/02/2009 09:01 AM
	ase 3, Randomized, Placebo-role...	01:29 PM

✓ Click the Project Title to go to the Project Overview page.

✓ Click Message Type to view email notification.

# POST-SUBMISSION TOPICS

## MANAGING MY REMINDERS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Silence Reminders



Reminders are indicated with red flags. Silencing the Reminders will remove them from this page in the future.

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet  
Jennifer Researcher

Help

My Projects

Create New Project

My Reminders (3)

Other Tools

Forms and Templates

**My Reminders**

An IRBNet personal reminder is automatically activated for you each time you receive a new message or alert. You can also set additional reminders for yourself on the Messages & Alerts page. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users. You can also choose to view recently silenced reminders (within the past 30 days) in addition to your active reminders.

Show Silenced Reminders | Silence All Reminders | 10

IRBNet ID	Project Title	Message Type	Date
137618-1	Motivations of Research Subjects: A Mixe...	Board Document Published	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Board Action	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Package Unlocked	10/02/2009 09:01 AM
107645-1	A Phase 3, Randomized, Placebo-	Project Access Granted	10/01/2009 01:29 PM

10

✓ Indicates an active Reminder. Clicking the red flag will "silence" the Reminder.

# POST-SUBMISSION TOPICS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center

## REVIEWING PROJECT MESSAGES & ALERTS

Section 2C. provides details about the MY REMINDERS section of your workspace within VAIRRS. It details how to track messages from your research team and committee requests and other notifications.



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:

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# POST-SUBMISSION TOPICS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center

## CREATING NEW PACKAGES FOR YOUR PROJECT

Section 2D. explains the process for creating new, subsequent packages for your projects (e.g., continuing reviews, amendments, SAEs, etc.)



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:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="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 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.

# POST-SUBMISSION TOPICS

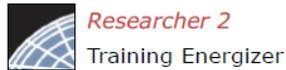
## CREATING NEW PACKAGES FOR YOUR PROJECT

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Revise Your Project: Create a New Package



With Full Access you can easily revise their project by creating a new package. All versions of your project become a permanent part of your electronic project record.

**Project Overview**

[431446-1] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

You have Full access to this project. (Edit)

Research Institution Zanzibar University, Frederick, MD  
Title Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma  
Principal Investigator Jeter, Judith, MD  
Sponsor Veterans Affairs

The documents for this project can be accessed from the Designer.

Project Status as of: 04/21/2016

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Zanzibar IRB, Frederick, MD	2016-012	04/21/2016	Active - Open to Enrollment	04/20/2017

Package 431446-1 is: Locked

Package 1 of 1 | Jump

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
Zanzibar IRB, Frederick, MD	04/21/2016	New Project	2016-012	Approved	04/21/2016	Review Details   View Workspace

Shared with the following users:

User	Organization	Access Type
Bird, Lawrence	Zanzibar University, Frederick, MD	Write
Mays, Zachary	Zanzibar University, Frederick, MD	Read
Parsons, Alan	Zanzibar University, Frederick, MD	Full

**Left Sidebar:**

- Welcome to IRBNet Jennifer Researcher
- Help
- My Projects
- Designer
  - Share this Project
  - Sign this Package
  - Submit this Package
  - Delete this Package
  - Send Project Mail
  - Reviews
  - Project History
  - Create a New Package
  - Messages & Alerts (3)
- Other Tools
  - Forms and Templates

✓ Note that this is the first package in the sequence.

✓ To create a new package from an existing package, click on "Create a New Package."

# POST-SUBMISSION TOPICS

## CREATING NEW PACKAGES FOR YOUR PROJECT

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Create a New Package: Alternative



The Project History page displays all packages in this project. From here you may also create a second package.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet  
Jennifer Researcher

Help

My Projects  
Create New Project

My Reminders (3)

Project Administration  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Create a New Package

Messages & Alerts (3)

Other Tools  
Forms and Templates

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

Project Status View

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date
1	New Project	09/30/2009	Expedited Review	Modifications Required	10/05/2009

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

Create New Package

✓ Click "Create New Package."

The Project History lists all packages in the project lifecycle.

# POST-SUBMISSION TOPICS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center

## ADDING & REVISING DOCUMENTS

Section 2E. explains best practices for adding or revising documents within VAIRRS.



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:

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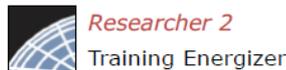
# POST-SUBMISSION TOPICS

## ADDING & REVISING DOCUMENTS



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Add or Revise Project Documents



Bring forward and revise documents previously submitted, or add a new document as required.

- ✓ You are taken to the Designer page.
- ✓ Note that a second Package (-2) is created.
- ✓ This Package is a Work in Progress.

Package: 48774-2 Work in progress (Not submitted)

Click to add a package description or notes.

Need Forms? Show Form Libraries

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package.

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package.

Start a Wizard

OR

Attach New Document

(When should I do this?)

- ✓ To revise an older document:
  - 1 Download the previous version to your computer, modify as required and save.
  - 2 Click on the pencil icon (see next page for more information).

- ✓ All documents from previously submitted packages are listed here.

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Submission Date	1	2
1	Consent Form	Consent Form 2016	05/23/2016 02:03 PM	05/23/2016		
1	Protocol		05/23/2016 02:03 PM	05/23/2016		
1	Study Plan		05/23/2016 02:33 PM	05/23/2016		
1	UMCP - IRB Initial Application		05/23/2016 02:03 PM	05/23/2016		

- ✓ To add a new document, click "Attach New Document".

# POST-SUBMISSION TOPICS

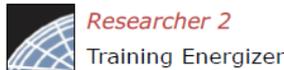
## ADDING & REVISING DOCUMENTS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Attach a Document



Browse and locate the revised or new document on your computer, and attach by clicking the Update button.

Welcome to IRBNet

774-2] UT Dallas Research Project

You are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Consent Form - Spinal Motion.doc**.
- It was attached on **05/23/2016**.
- It has a size of **93184** bytes.

Document Type \* Consent Form

Description Consent Form 2016 v2

File  Consent Form... Motion.doc

required fields

Reviews

Project History

Messages & Alerts (2)

Other Tools

Forms and Templates

**Attach Document**

✓ Browse your hard drive for documents, choose the file, and then click 'Update' to attach.

✓ This view is for updating a document from package 1. The view for attaching a new document is similar.

# POST-SUBMISSION TOPICS

## ADDING & REVISING DOCUMENTS

VA



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Salem VA Medical Center



### Document Management Tools



IRBNet provides powerful Submission Package navigation tools to update and review project documents, and to navigate your Project Documents.

**Welcome to IRBNet** **Designer**

[48774] UT Dallas Research Project

Package: 48774-2 Work in progress (Not submitted)

- Updated consent for review (1)
- 48774-1 New Project My first submission (4)
- All Documents (5)
- Create a New Package

Document Type: Consent Form

Last Modified: 10/28/2016 11:17 AM

1 View document  
2 View revision history  
3 Update  
4 Delete document

Messages & Alerts (2)

Other Tools

Start a Wizard OR Attach New Document (When should I do this?)

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Submission Date
1	Protocol	ASM981 C2439 Protocol	05/23/2016 02:03 PM	05/23/2016
1	Study Plan	Study Plan	05/23/2016	05/23/2016

- ✓ The Package Navigator enables rapid jumping between submission packages.
- ✓ Package Notes are readily visible.
- ✓ You may view all Project Documents at one time: click 'All Documents'.

- ✓ Note that after revising, the document is removed from the visible list of documents from previous packages.

# POST-SUBMISSION TOPICS

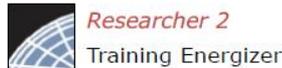
## ADDING & REVISING DOCUMENTS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Document Revision History



The Document Revision History tool reveals all document versions for each given Document Type within the project.

Project Administration  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts (2)  
Other Tools  
Forms and Templates

Need Forms? Show Form Libraries

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

Document Type	Description	Last Modified	
Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM	  

Document Revision History

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM		
1	Consent Form	Consent Form 2016	05/23/2016 02:03 PM	05/23/2016 02:03 PM	

Documents

Pkg #	Docu				
1	Protoc				
1	Study		02:33 PM		
1	UMCP - IRB Initial Application - Part 1	IRB Application	05/23/2016 02:03 PM	05/23/2016 02:03 PM	

✓ The Document Revision History lists the most recent document and every previous version submitted by package.

# POST-SUBMISSION TOPICS

## ADDING & REVISING DOCUMENTS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



Researcher 2  
Training Energizer

### All Documents view



Selecting 'All Documents' form the Package Navigator reveals a comprehensive list of all documents assembled in the Designer.

- (1) 48774-2  
Work in progress (Not submitted)  
Updated consent for review
- (4) 48774-1  
New Project  
My first submission
- (5) All Documents
- Create a New Package

- Project Administration
  - Project Overview
  - Designer
  - Share this Project
  - Send Project Mail
  - Reviews
  - Project History
- Messages & Alerts (2)
- Other Tools
  - Forms and Templates

[48774] UT Dallas Research Project

Designer

All Documents

Show All Versions | As Of Package 48774-2

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM		
1	Protocol	ASM981 C2439 Protocol	05/23/2016 02:03 PM	05/23/2016	
1	Study Plan	Study Plan	05/23/2016 02:33 PM	05/23/2016	
1	UMCP - IRB Initial Application - Part 1	IRB Application	05/23/2016 02:03 PM	05/23/2016	

There are 6 linked Training & Credentials records. | View All Links |

There is 1 linked COI Disclosure record. | View All Links |

# POST-SUBMISSION TOPICS

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center

## COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

Section 2F. explains best practices for adding or revising documents within VAIRRS.



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:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="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 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.

# POST-SUBMISSION TOPICS

## COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



Researcher 2  
Training Energizer

### Complete Submission Process



When project documentation is assembled, sign and submit according to your institution's SOPs.

Welcome to IRBNet  
Jennifer Researcher

- Help
- My Projects
- Create New Project
- My Reminders (3)

**Project Administration**

- Project Overview
- Designer
- Share this Project
- 2 Sign this Package
- 3 Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts (3)

**Other Tools**

- Forms and Templates

**Designer**

[431446] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

Package: 431446-2 Work in progress (Not submitted)

Protocol Update 4/2016

Need Forms? Show Form Libraries

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more

Documents in this Package:

Document Type	Description	Last Modified	
Protocol	Cervical Clinical Protocol 2016	04/21/2016 11:42 AM	

There are no Training & Credentials records linked to this package. | Link / Un-Link Training Records

Start a Wizard OR Attach New Document (When should I do this?)

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	
1	Application Form	Application Form	04/21/2016 10:19 AM	
1	Consent Form	Consent Form	04/20/2016 05:11 PM	

1 ✓ Attach any new T&C documents to this package as necessary.

# POST-SUBMISSION TOPICS

## COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



Researcher 2  
Training Energizer

### Submit your package for review



Submit your package to your committee of record.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

## IRBNet

Welcome to IRBNet  
Jennifer Researcher

[Help](#)

**My Projects**

- Create New Project
- My Reminders (3)

**Project Administration**

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package**
- Delete this Package
- Send Project Mail
- Reviews
- Project History

[Messages & Alerts \(3\)](#)

**Other Tools**

- Forms and Templates

### Submit Package

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Only show My Default Boards

- Gotham IRB, Frederick, MD
- Western Institutional Review Board (WIRB), Puyallup, WA

Select a Board \*

\* required fields

✓ The default board for your institution is highlighted.

# POST-SUBMISSION TOPICS

## COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Submit to your Board



The system enables you to send a message to your coordinator, and indicate submission type. IRBNet knows the coordinator of your committee.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

Welcome to IRBNet  
Jennifer Researcher

Help

My Projects

Create New Project

My Reminders (3)

**Project Administration**

Project Overview

Designer

Share this Project

Sign this Package

**Submit this Package**

Delete this Package

Send Project Mail

Reviews

Project History

Messages & Alerts (3)

**Other Tools**

Forms and Templates

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

The following users at **Gotham IRB** will be automatically notified of your submission:

Administrator, Tanya

Submission Type: \* Amendment/Modification

You may also specify additional comments to be included in this notification.

Your Comments:

Please see my revisions to the protocol. Thank you very much!

~Alan

Submit Cancel

✓ Send a kind word to your committee coordinators!

Note: The package will be locked upon submission.

# POST-SUBMISSION TOPICS

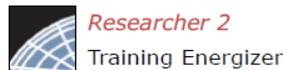
## COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Access Current Project Overview



The newly-submitted package (xxxxxx-2) has a status of Pending Review.

IRBNet ID: 137618-2

137618-2 Motivations of Research Subject

You have Full access to this project.

Research Institution G

Title Phase II Study of the Effect of Quarterback Performance in Super Bowls: Tom vs Eli

Principal Investigator Researcher, Timothy, PhD/MD

Keywords pigskin, first down

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 10/17/2016

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Gotham IRB, Frederick, MD	Gotham2012-004	02/27/2016	Active - Open to Enrollment	02/26/2017

Package 46442-2 is: Locked

Package 2 of 2 | Jump

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date
Gotham IRB, Frederick, MD	10/17/2016	Amendment/Modification	Gotham2012-004	Pending Review	

Shared with the following users:

User	Organization	Access Type
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# POST-SUBMISSION TOPICS

## COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

VA



U.S. Department of Veterans Affairs

Veterans Health Administration  
Salem VA Medical Center



### Access Current Project Overview



The newly-submitted package (xxxxxx-2) has a status of Pending Review.

IRBNet ID: 137618-2

USER PROFILE LOGOUT

Project Overview

Welcome to IRBNet  
Jennifer Researcher

Help

My Projects

Create New Project

My Reminders (3)

**Project Administration**

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

Create a New Package

Messages & Alerts (3)

**Other Tools**

Forms and Templates

137618-2 Motivations of Research Subject

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Research Institution G

Title Phase II Study of the Effect of Quarterback Performance in Super Bowls: Tom vs Eli

Principal Investigator Researcher, Timothy, PhD/MD

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Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date
Gotham IRB, Frederick, MD	10/17/2016	Amendment/Modification	Gotham2012-004	Pending Review	

Shared with the following users:

User	Organization	Access Type



**Thank you for your  
patience as we  
transition to this new  
submission platform!**