VAAAHS

ORIENTATION FOR VAIRRS Researcher Information

TRAINING: Orientation for VAIRRS

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

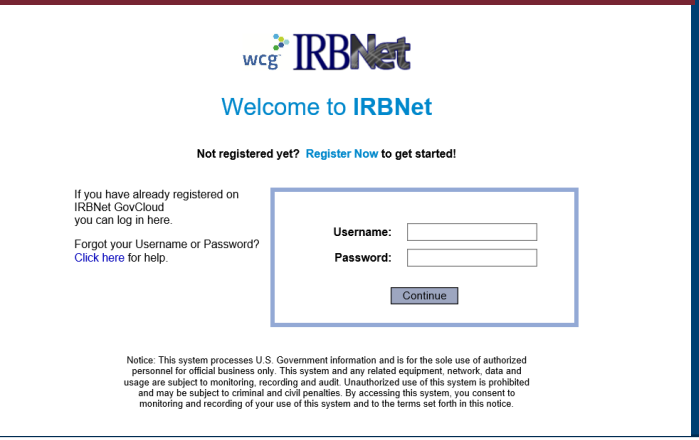
This module has been created to guide investigators (PIs and Co-Is), research managers, and research coordinators within the Research & Development Service at VAAAHS through the new processes for submitting and managing research protocols in the new web-based system - VAIRRS.

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



THE LANGUAGE OF VAIRRS

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

MANAGING YOUR WORKSPACE

THE LANGUAGE OF VAIRRS

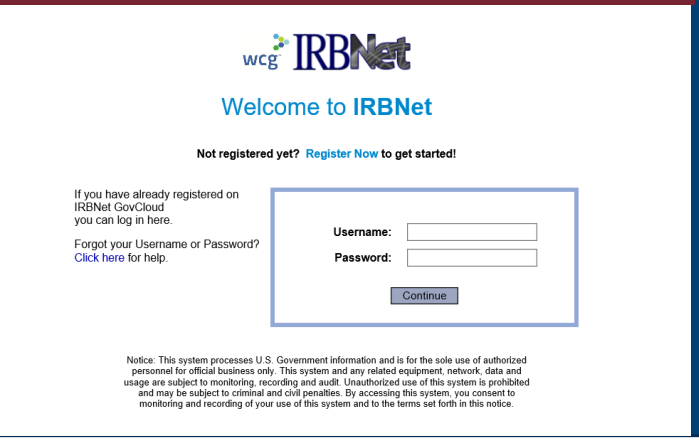
VAIRSS	Current Term used at VANTHCS
User	Anyone with a VAIRRS (IRBNet) account
Project	Study
Package	Submission *all documents that you would include for any type of submission*
Designer	iMedRIS study documents *the designer replaces the previously used section of the SharePoint site where you would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

MANAGING YOUR WORKSPACE

THE LANGUAGE OF VAIRRS (cont.)

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

MANAGING YOUR PROJECTS

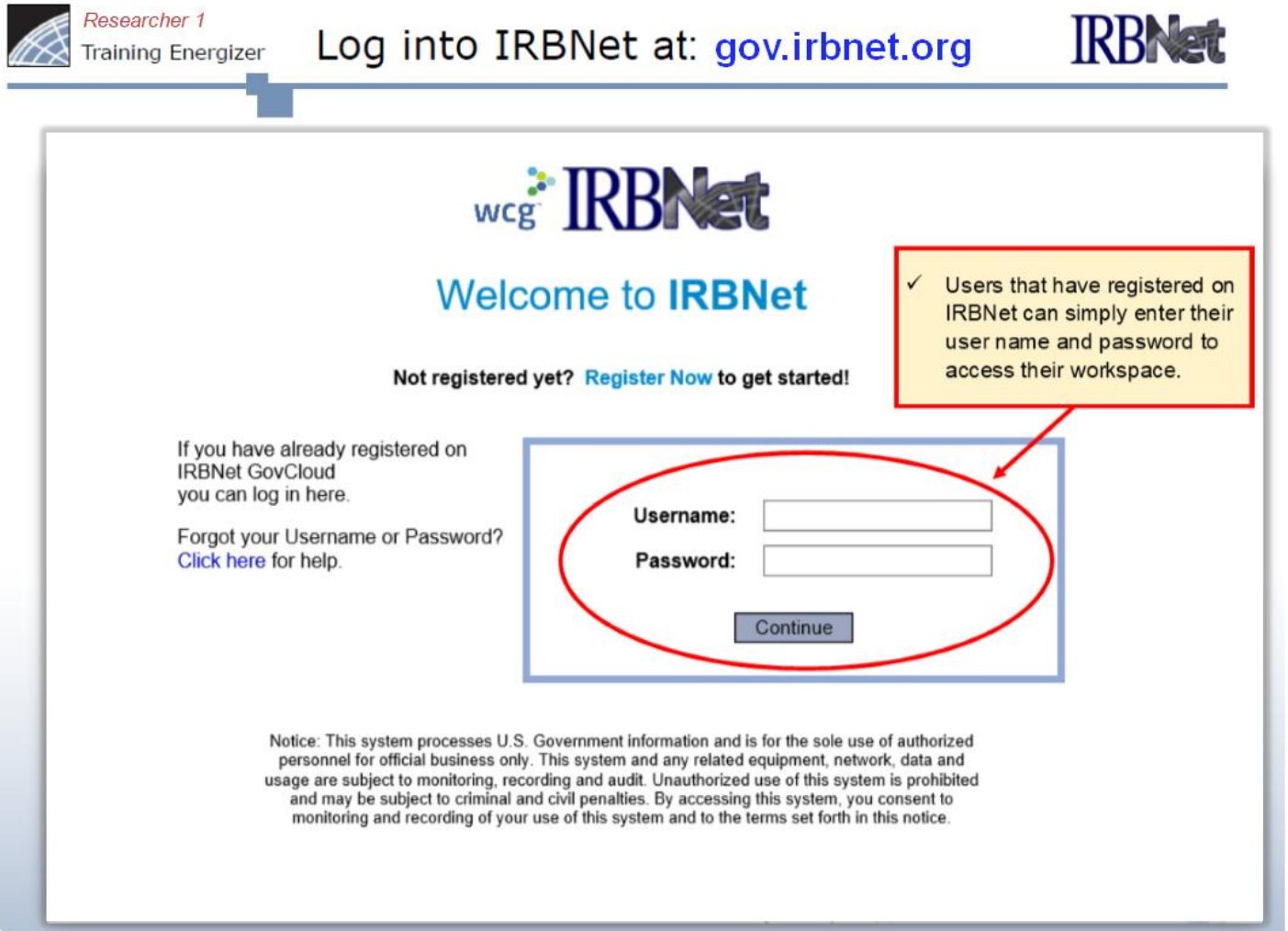


LOGGING ON TO THE SYSTEM

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

MANAGING YOUR PROJECTS

LOGGING ON TO THE SYSTEM

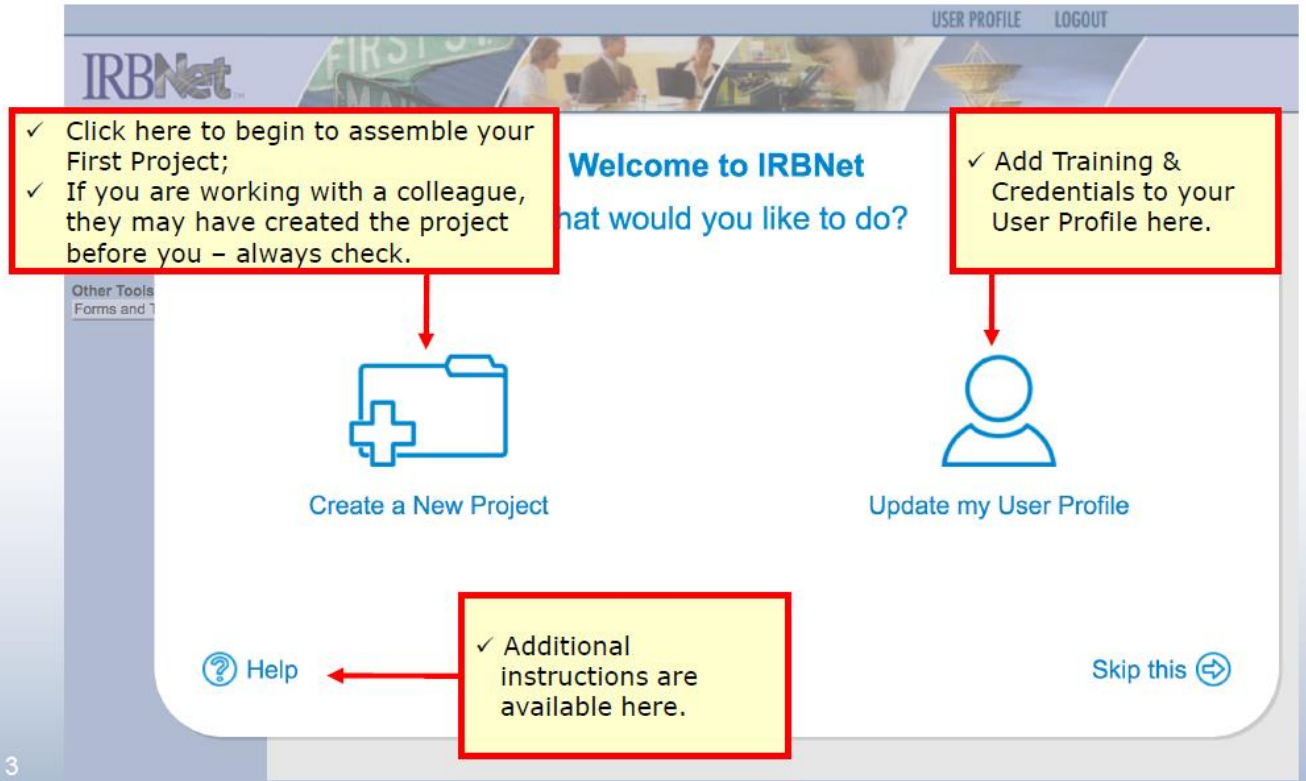


MANAGING YOUR PROJECTS

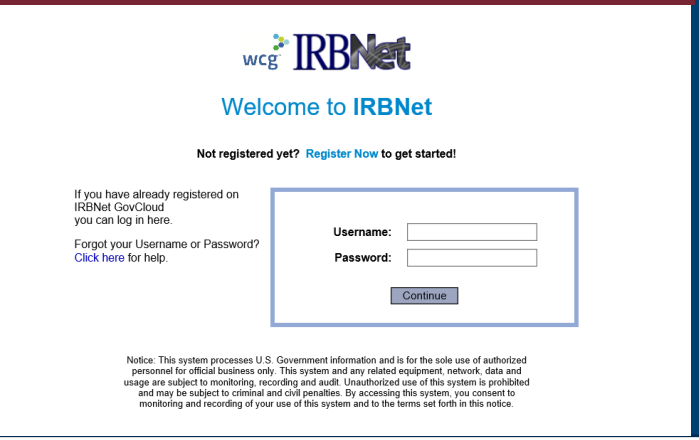
LOGGING ON TO THE SYSTEM

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.



MANAGING YOUR PROJECTS

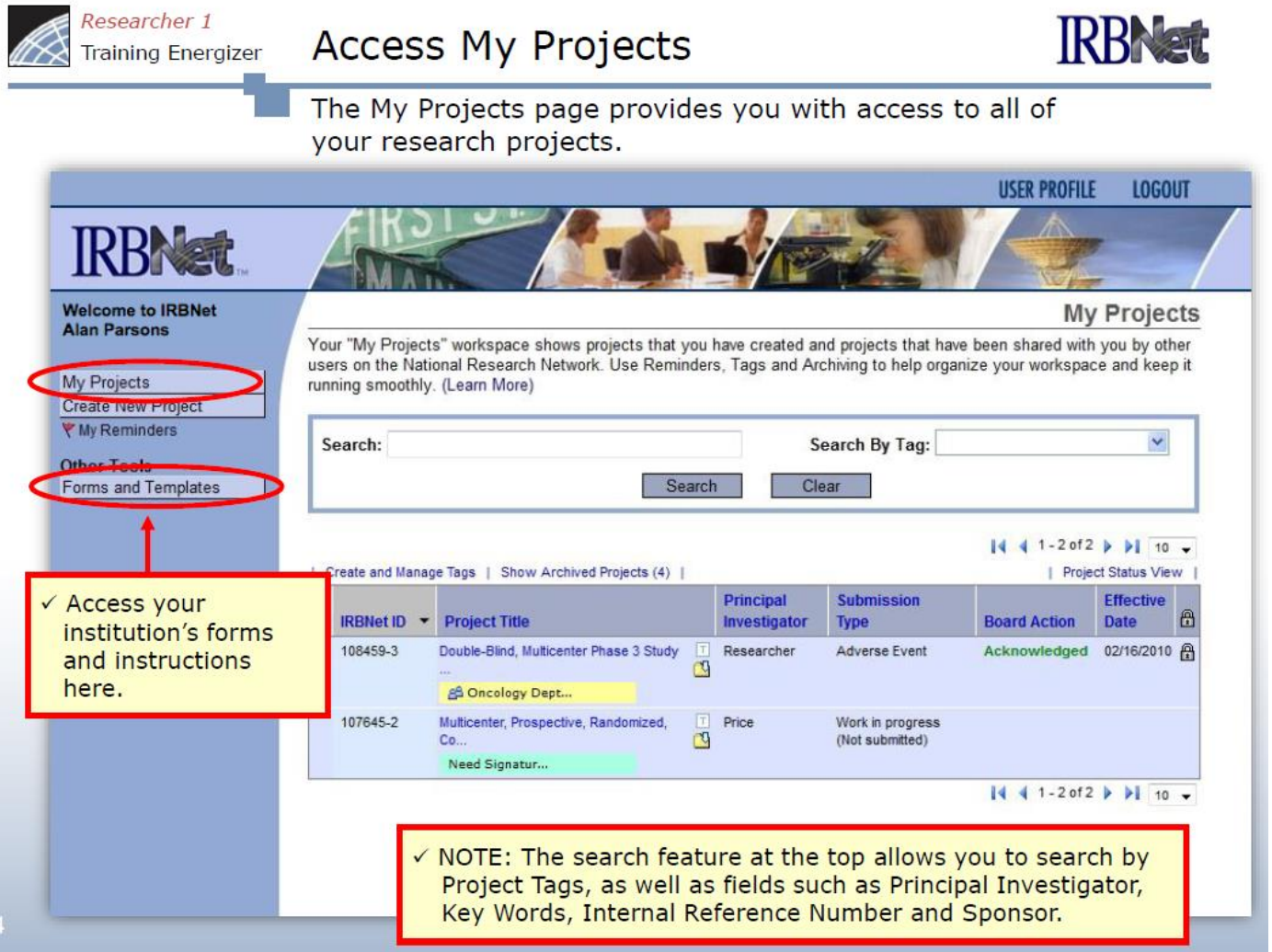


MANAGING PROJECTS ON THE SYSTEM

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

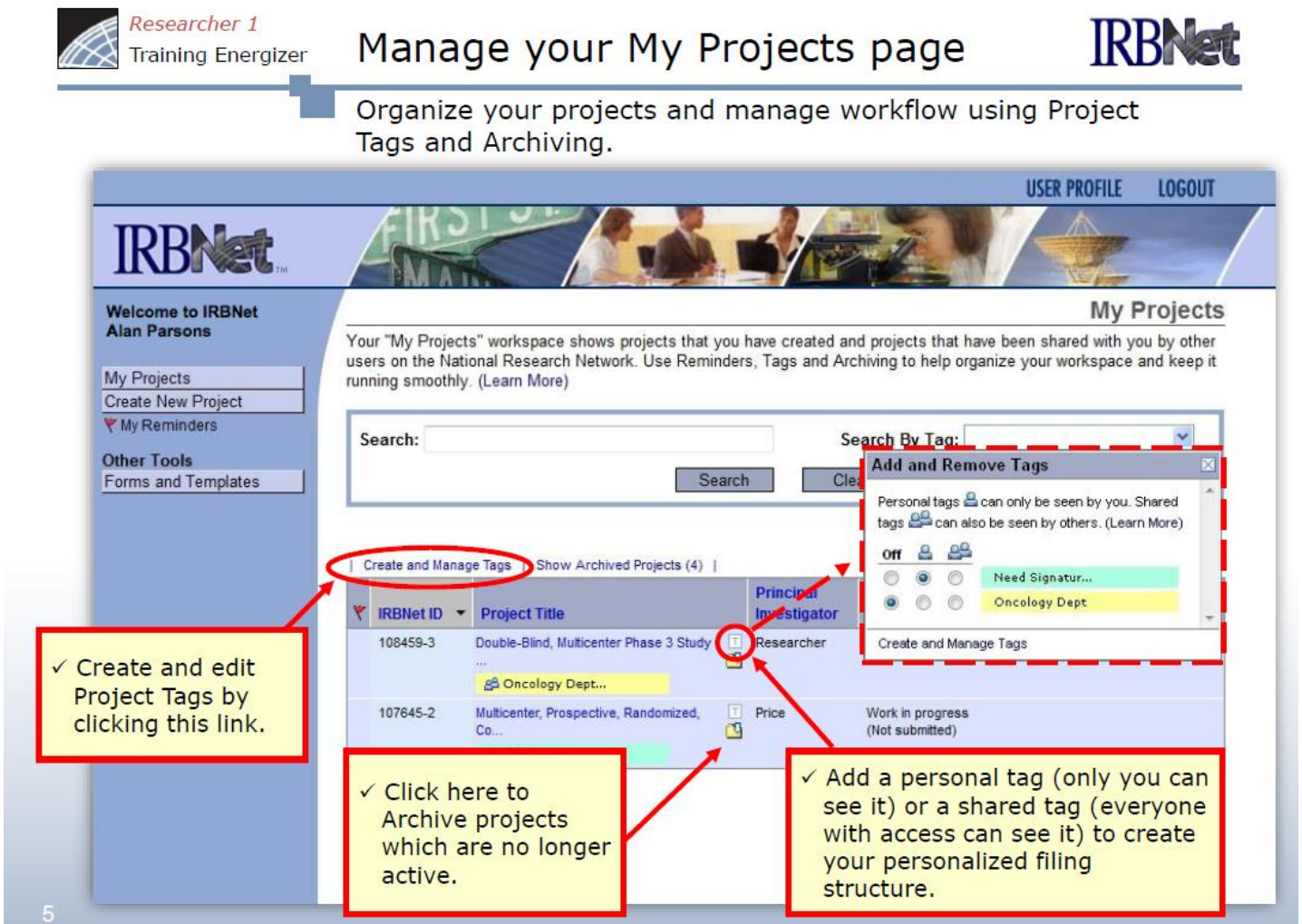
MANAGING YOUR PROJECTS

MANAGING PROJECTS ON THE SYSTEM

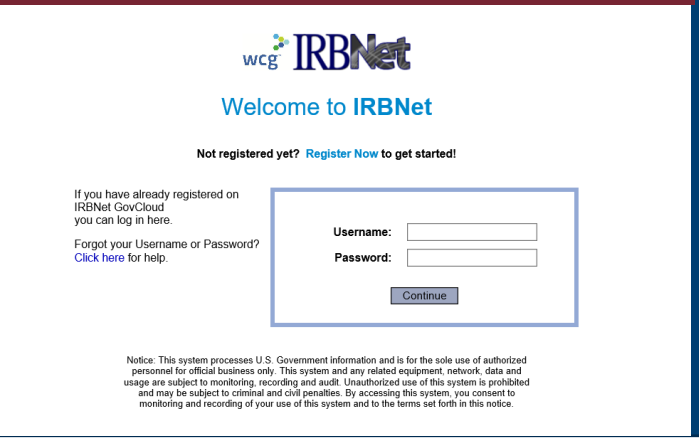


MANAGING YOUR PROJECTS

MANAGING PROJECTS ON THE SYSTEM



MANAGING YOUR PROJECTS



CREATING & ASSEMBLING YOUR FIRST PROJECT

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

Step 1 – Create the project

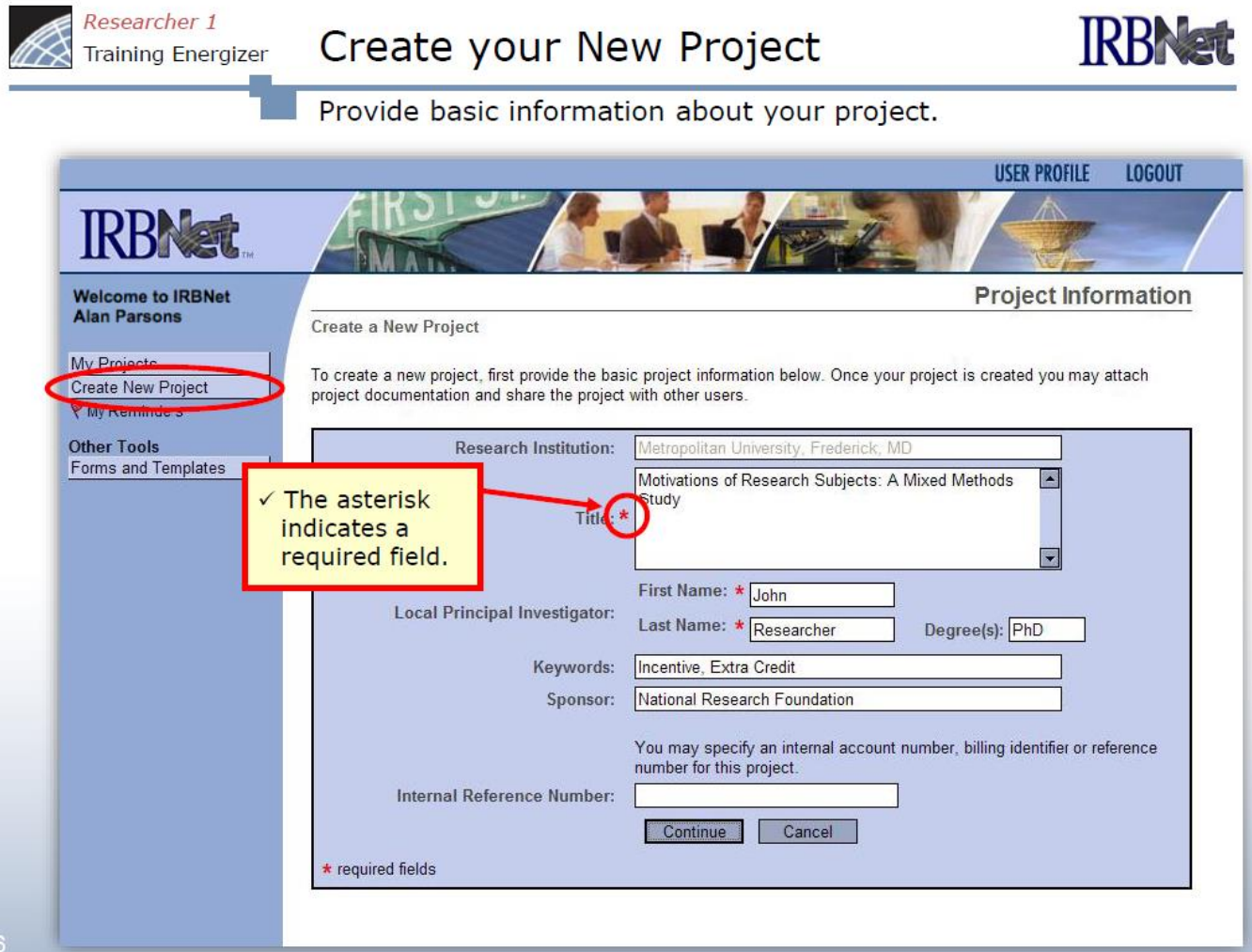
*Remember, the term **Project** is the same as saying **Study**.*

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

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

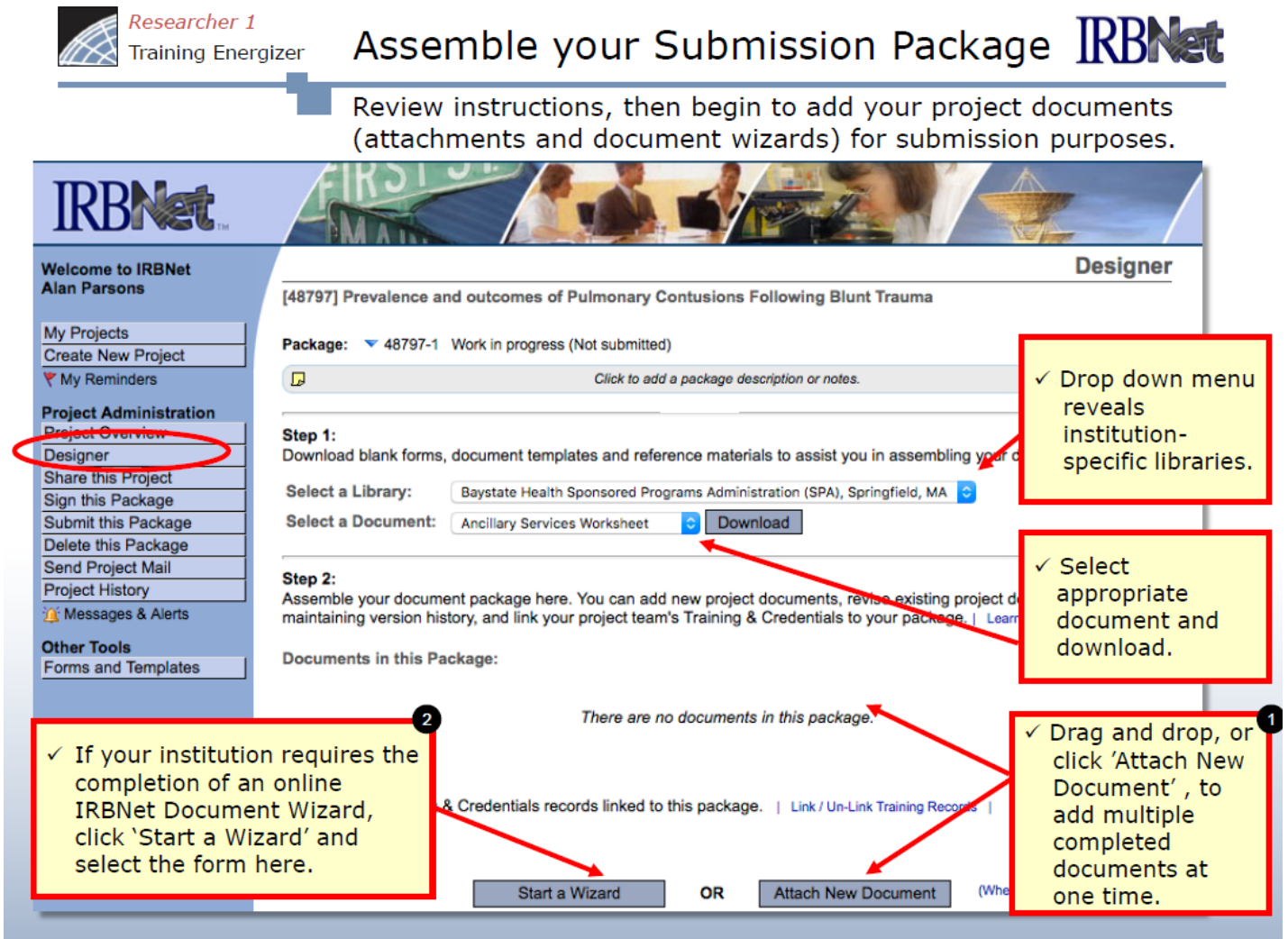
MANAGING YOUR PROJECTS

CREATING & ASSEMBLING YOUR FIRST PROJECT



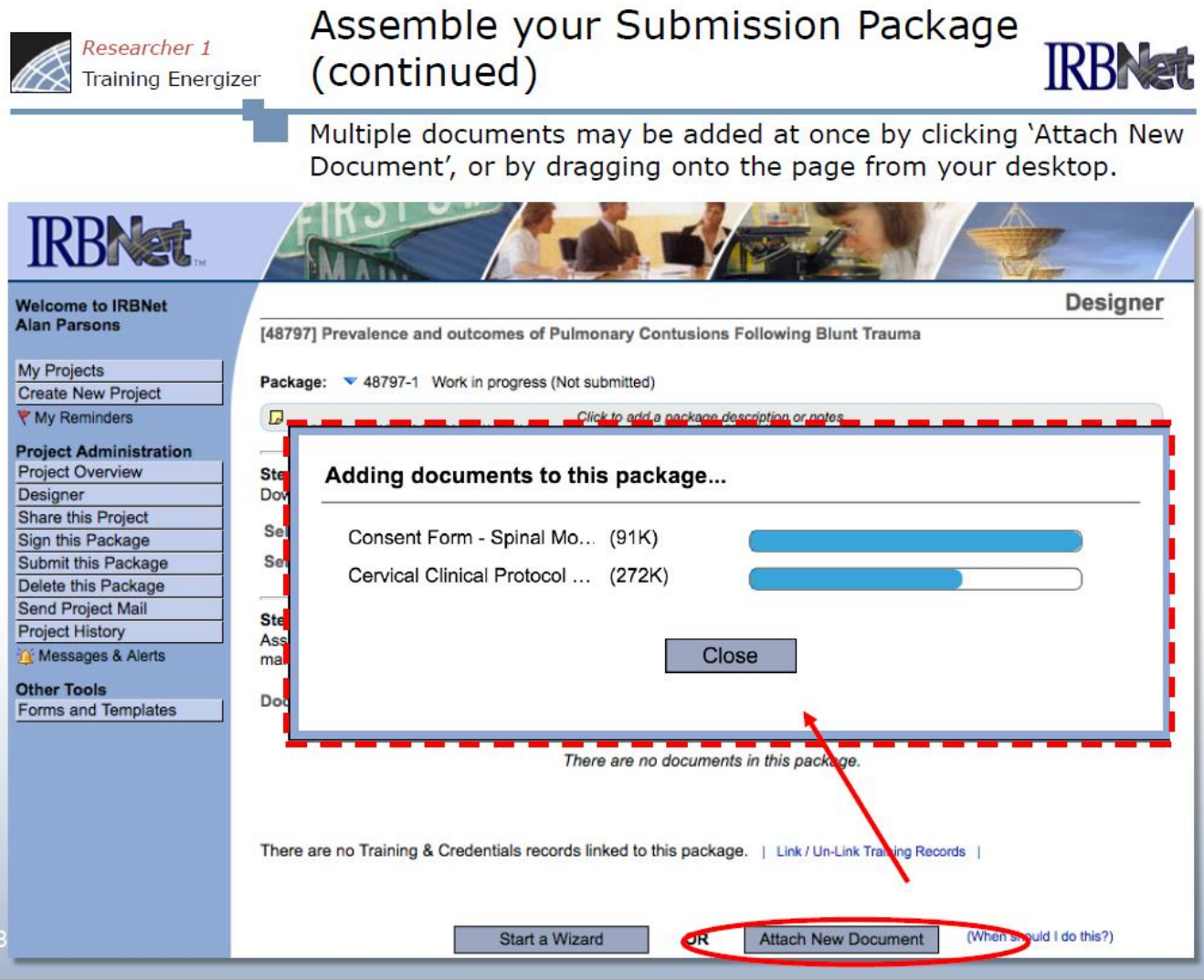
MANAGING YOUR PROJECTS

CREATING & ASSEMBLING YOUR FIRST PROJECT



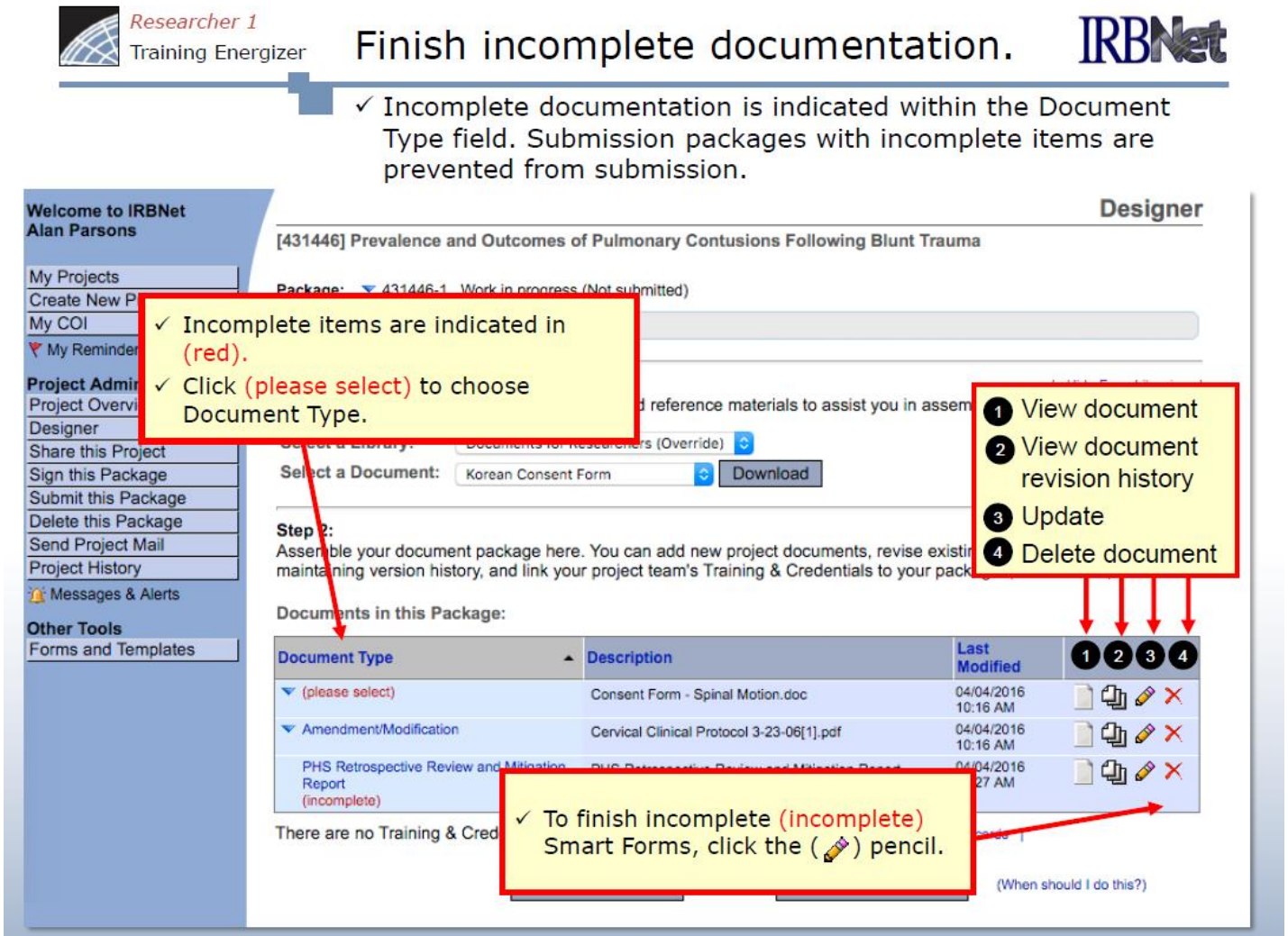
MANAGING YOUR PROJECTS

CREATING & ASSEMBLING YOUR FIRST PROJECT



MANAGING YOUR PROJECTS

CREATING & ASSEMBLING YOUR FIRST PROJECT



MANAGING YOUR PROJECTS

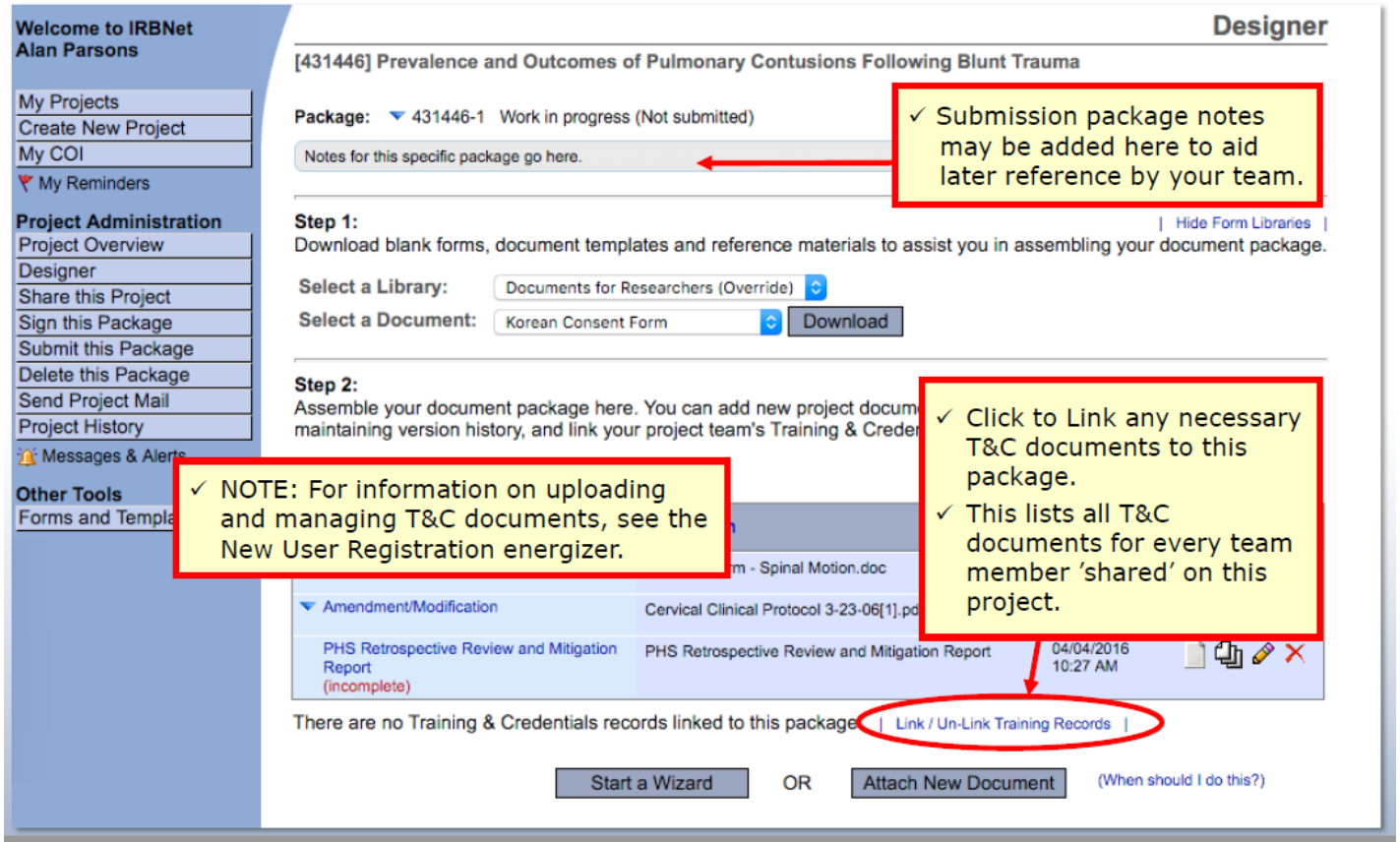
CREATING & ASSEMBLING YOUR FIRST PROJECT

Researcher 1
Training Energizer

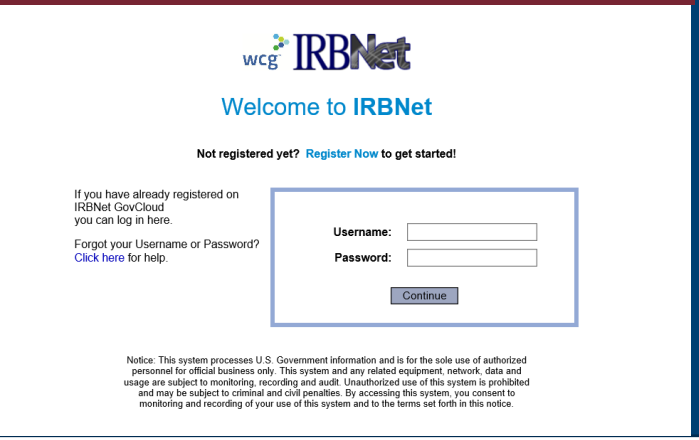
Add relevant Training & Credentials (T&C) records, as required.

IRBNet

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



MANAGING YOUR PROJECTS



SHARING WITH YOUR RESEARCH TEAM

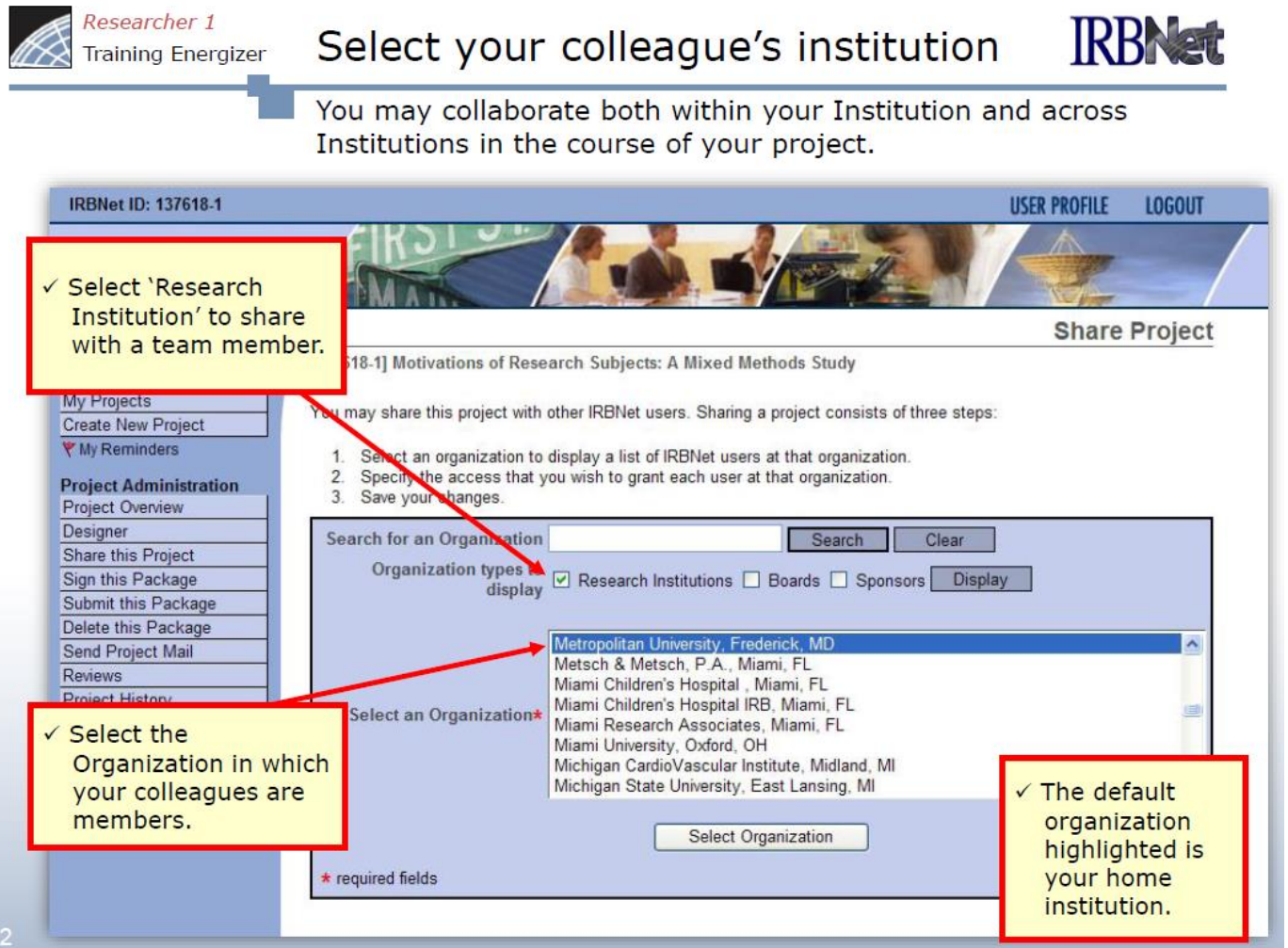
Section 1E. explains how to share this project information with other members of your research team who also have accounts within VAIRRS.

MANAGING YOUR PROJECTS

SHARING WITH YOUR RESEARCH TEAM

MANAGING YOUR PROJECTS

SHARING WITH YOUR RESEARCH TEAM



MANAGING YOUR PROJECTS

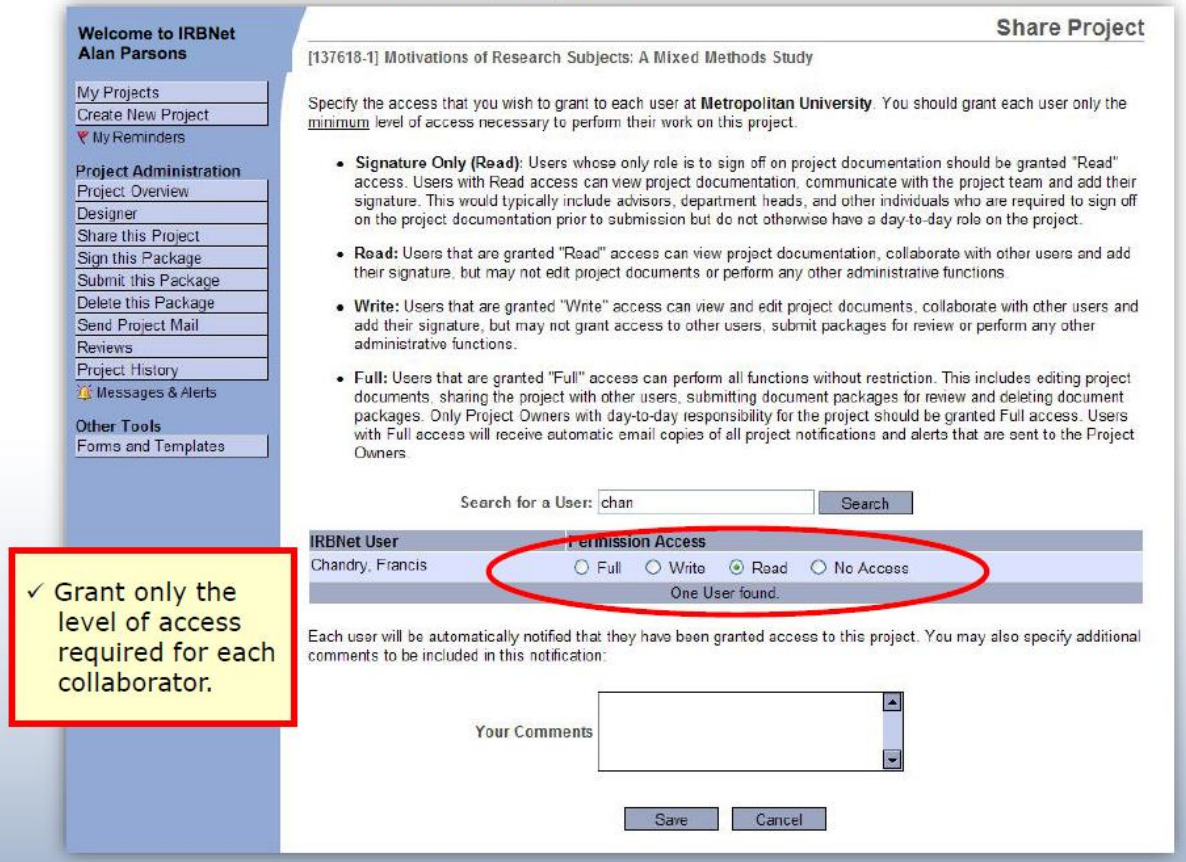
SHARING WITH YOUR RESEARCH TEAM

Researcher 1
Training Energizer

Set the proper level of access

IRBNet

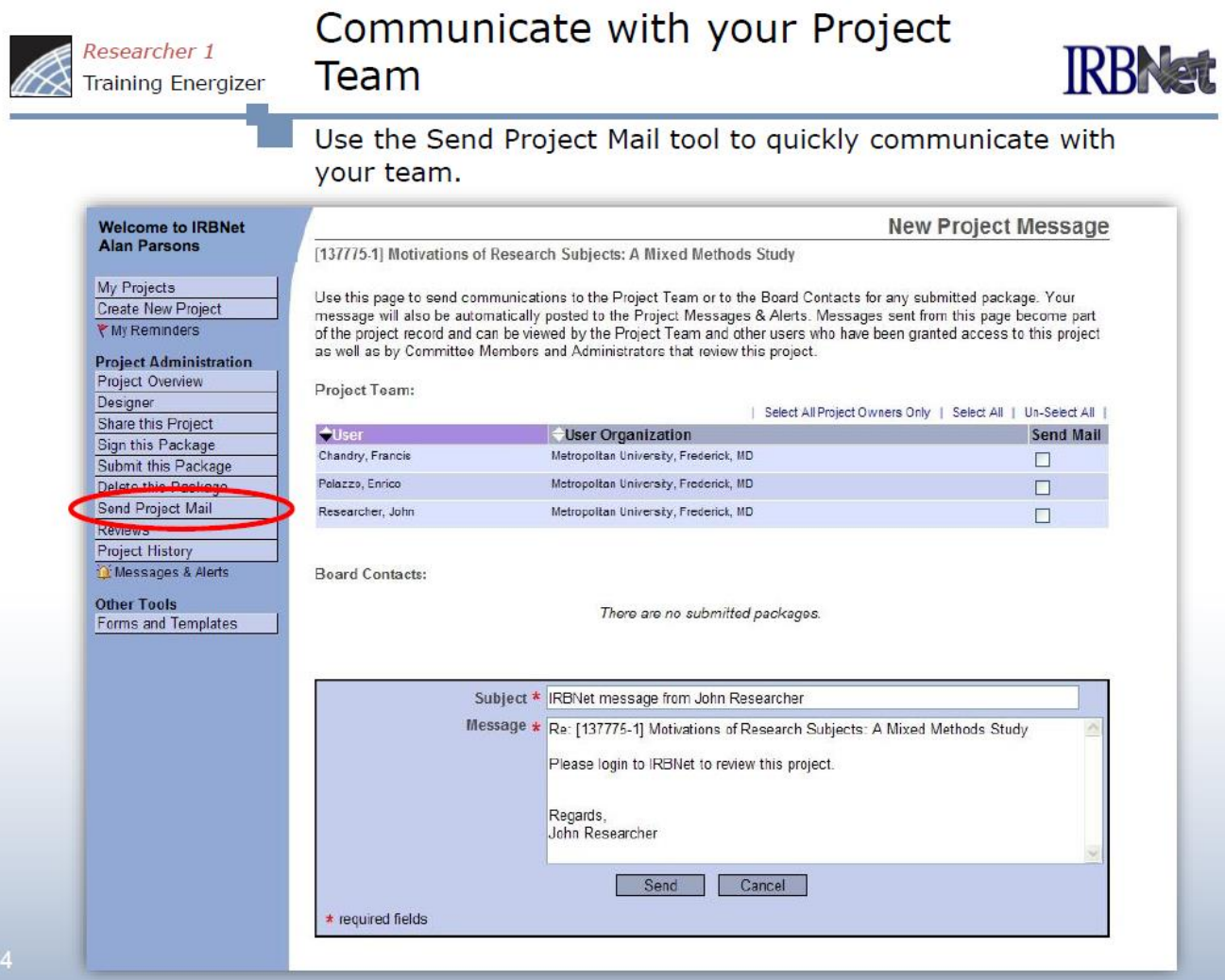
You may grant each member of your team the level of access that they require.



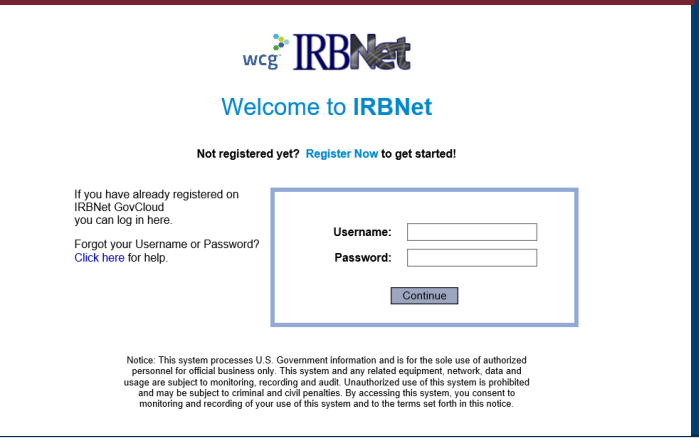
✓ Grant only the level of access required for each collaborator.

MANAGING YOUR PROJECTS

SHARING WITH YOUR RESEARCH TEAM



MANAGING YOUR PROJECTS

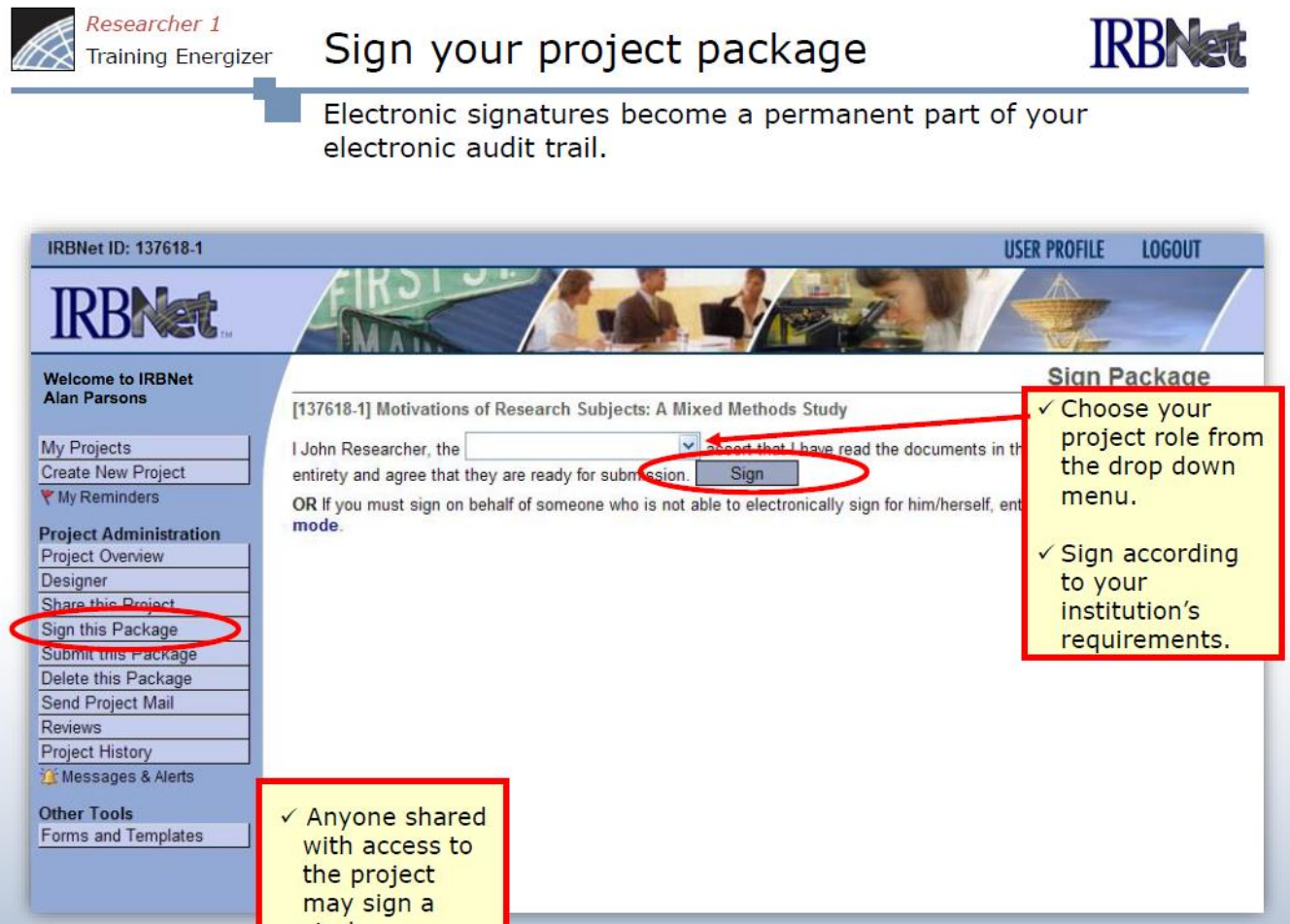


SUBMITTING YOUR PACKAGE

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

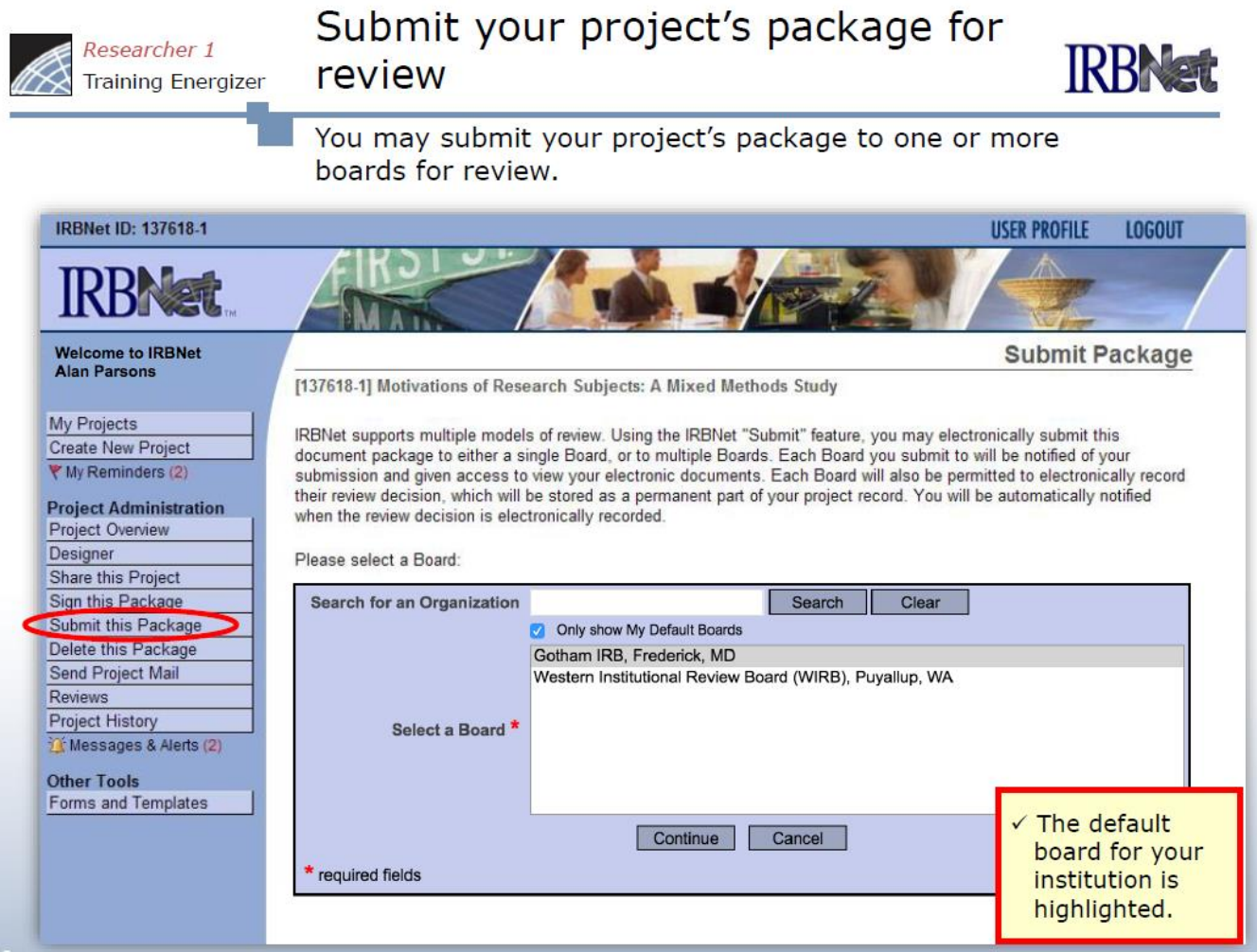
MANAGING YOUR PROJECTS

SUBMITTING YOUR PACKAGE



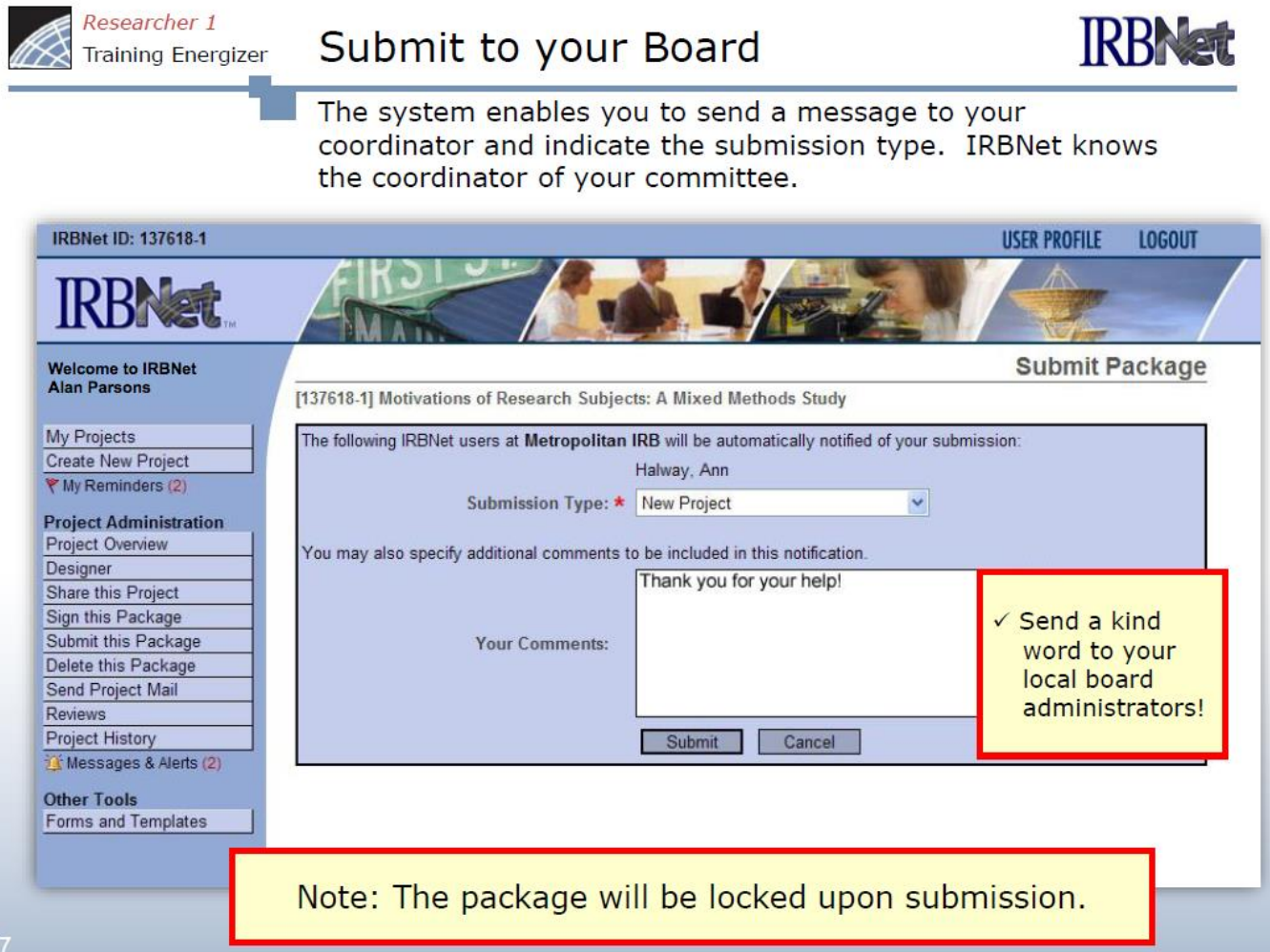
MANAGING YOUR PROJECTS

SUBMITTING YOUR PACKAGE

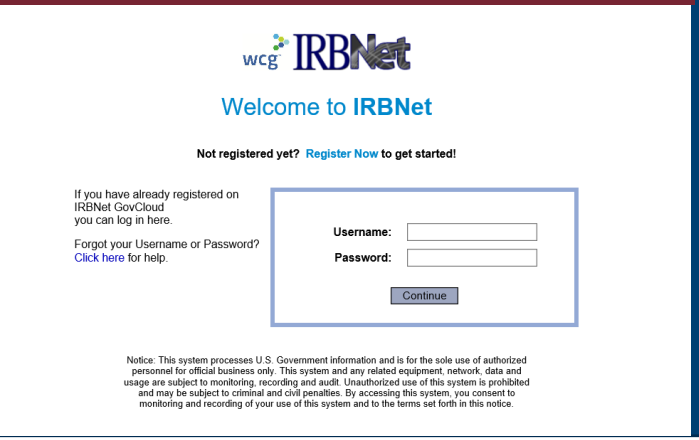


MANAGING YOUR PROJECTS

SUBMITTING YOUR PACKAGE



MANAGING YOUR PROJECTS

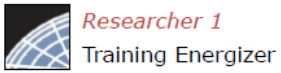


MAKING CORRECTIONS TO YOUR PACKAGE

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?

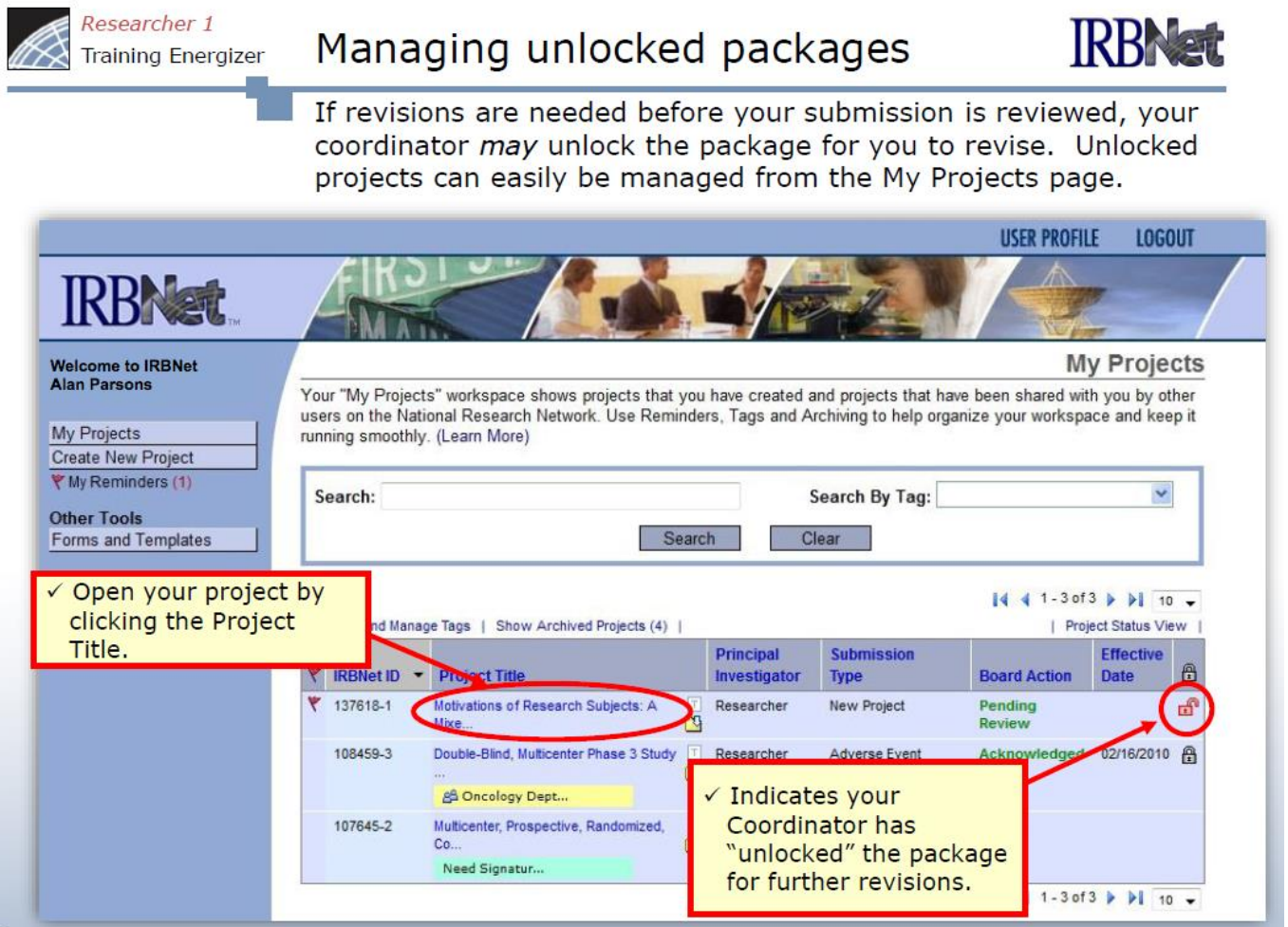
IRBNet

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 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 YOUR PROJECTS

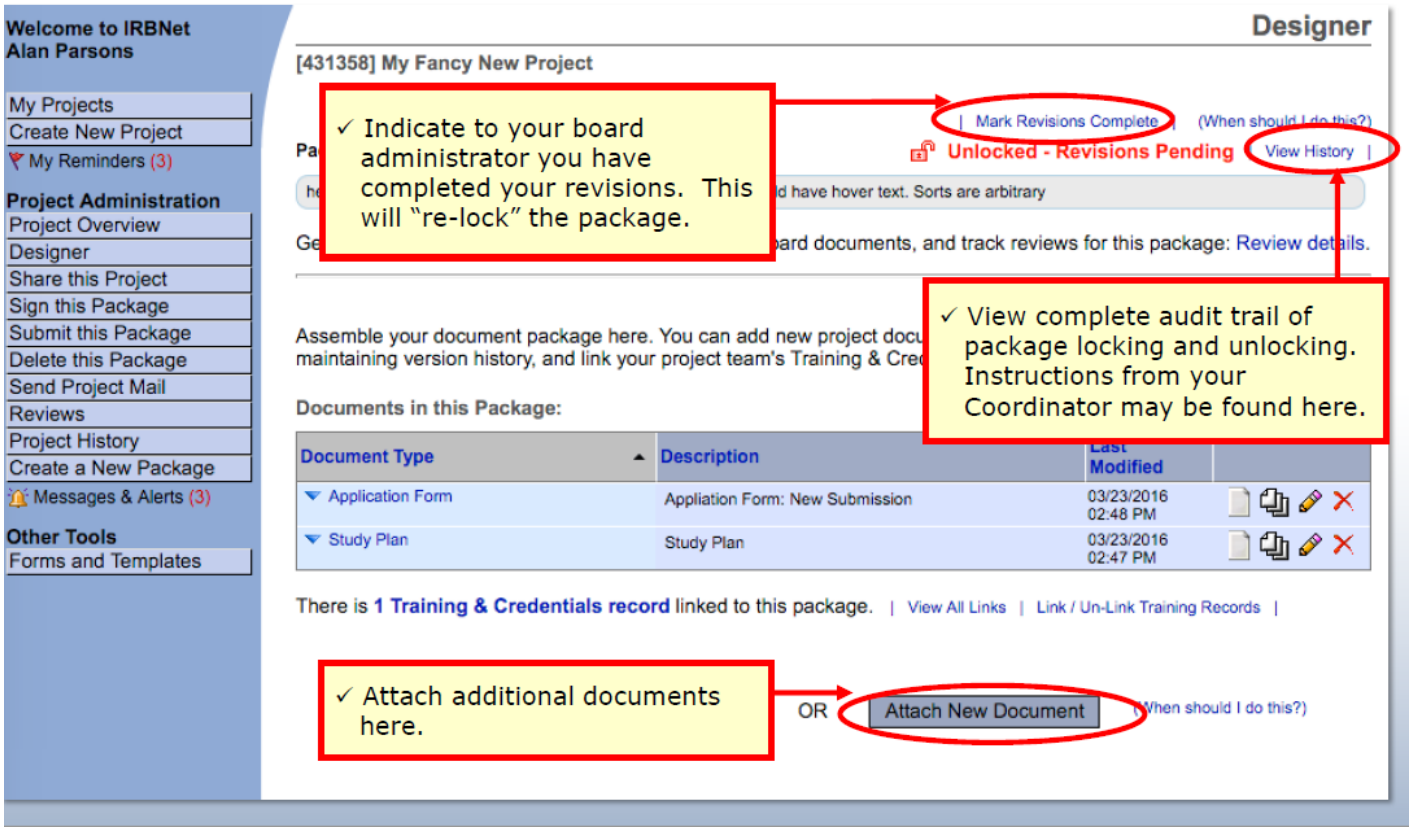
MAKING CORRECTIONS TO YOUR PACKAGE

Researcher 1
Training Energizer

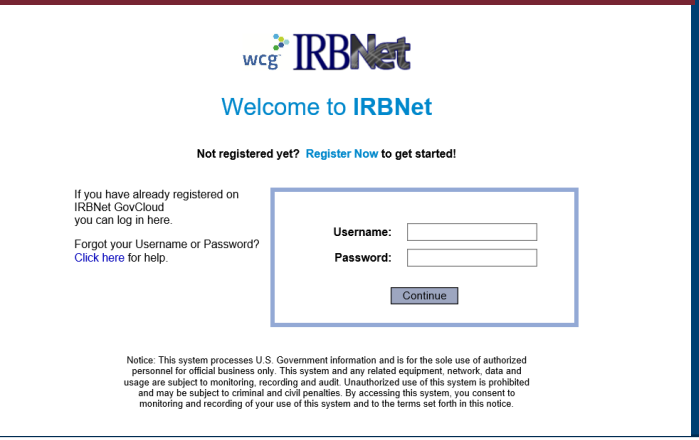
Make necessary revisions

IRBNet

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



MANAGING YOUR PROJECTS

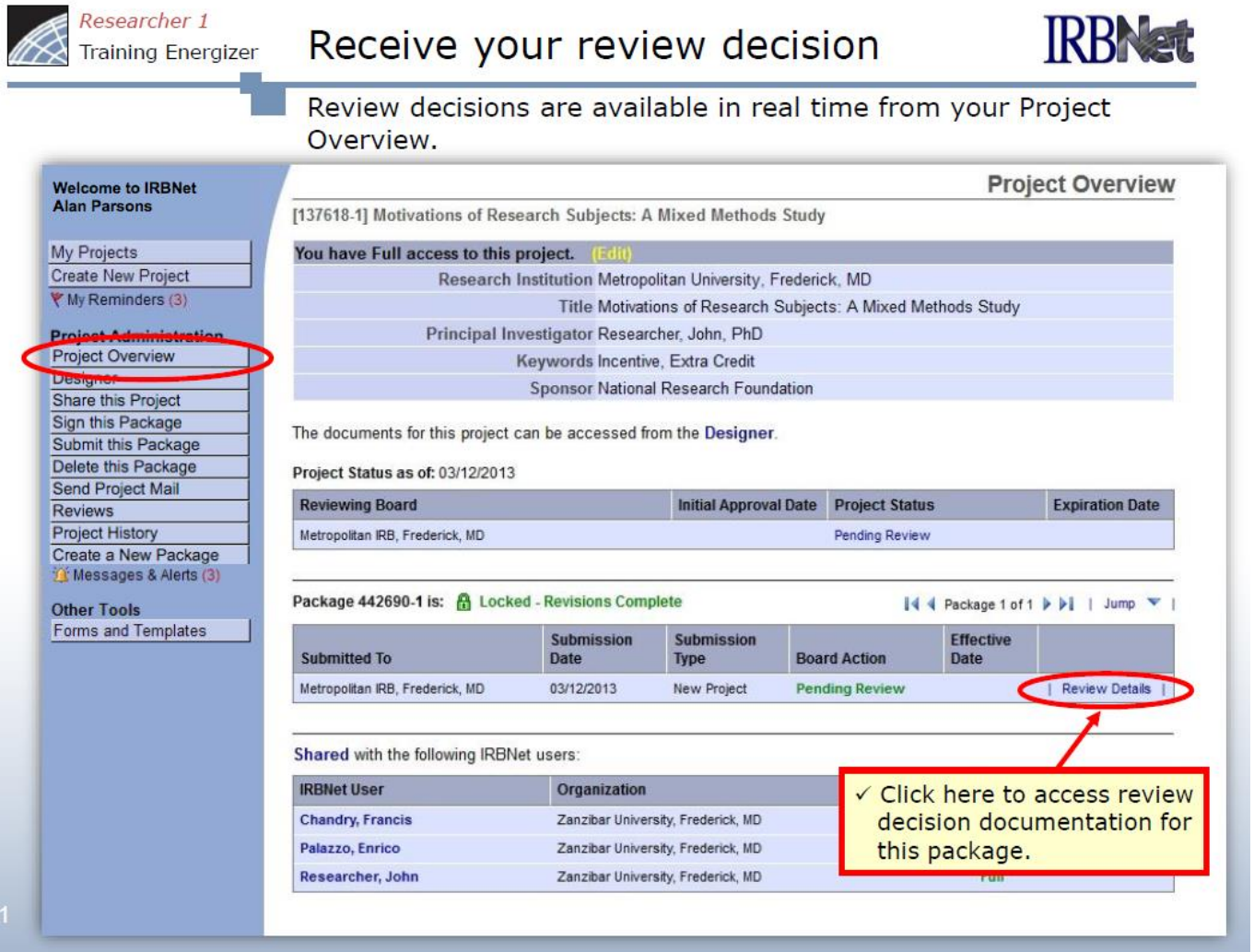


TRACKING YOUR PACKAGE

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

MANAGING YOUR PROJECTS

TRACKING YOUR PACKAGE



MANAGING YOUR PROJECTS

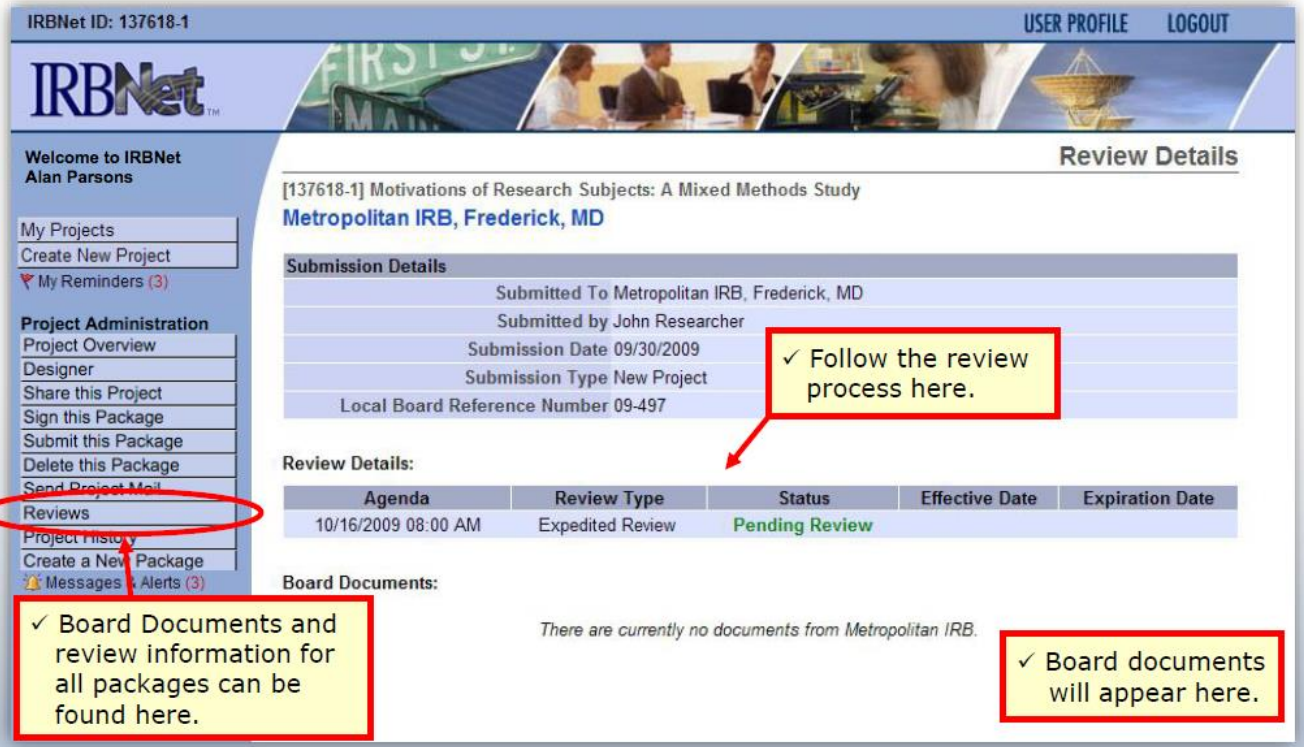
TRACKING YOUR PACKAGE

Researcher 1
Training Energizer

Check Review Details, including decisions and board documentation

IRBNet

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



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

Catherine Kaczmarek
IRB Administrator
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Samuel McVean
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samuel.mcvean@va.gov

Terry Robinson
IRB Administrator
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Carolyn Slusher
IACUC/SRS Coordinator
carolyn.slusher@va.gov

Sheena Hatcher
IRB Administrator
sheena.hatcher@va.gov

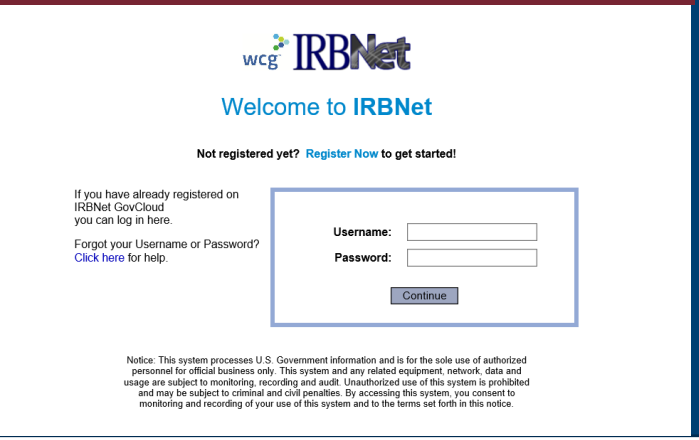
SECTION 2

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

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.

POST-SUBMISSION TOPICS

PERFORMING MY PROJECTS MANAGEMENT

U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

Researcher 2
Training Energizer

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

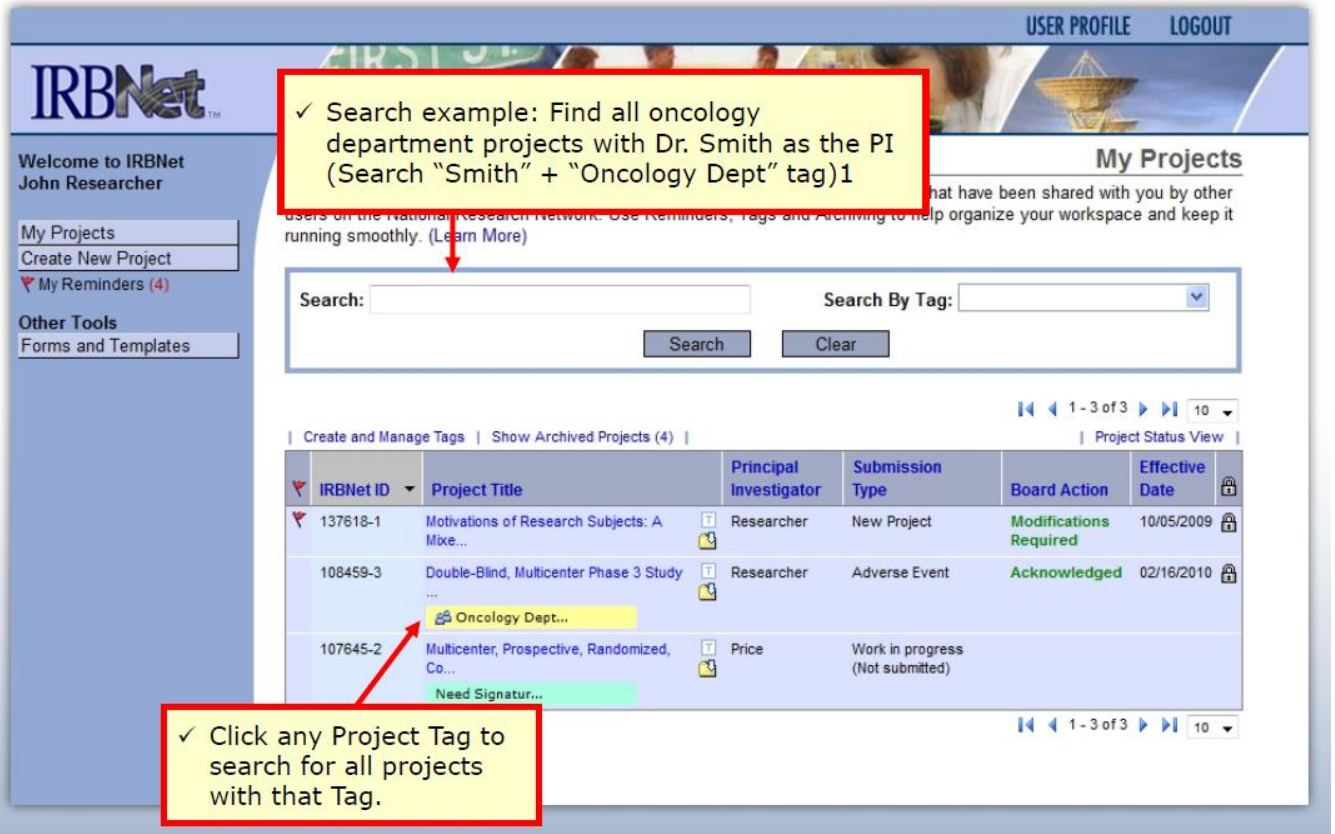
PERFORMING MY PROJECTS MANAGEMENT

U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

Researcher 2
Training Energizer

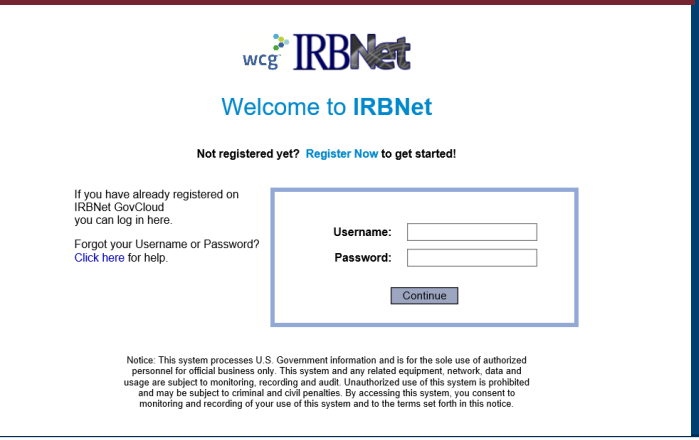
Advanced My Projects Management

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



POST-SUBMISSION TOPICS

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.

POST-SUBMISSION TOPICS

MANAGING MY REMINDERS

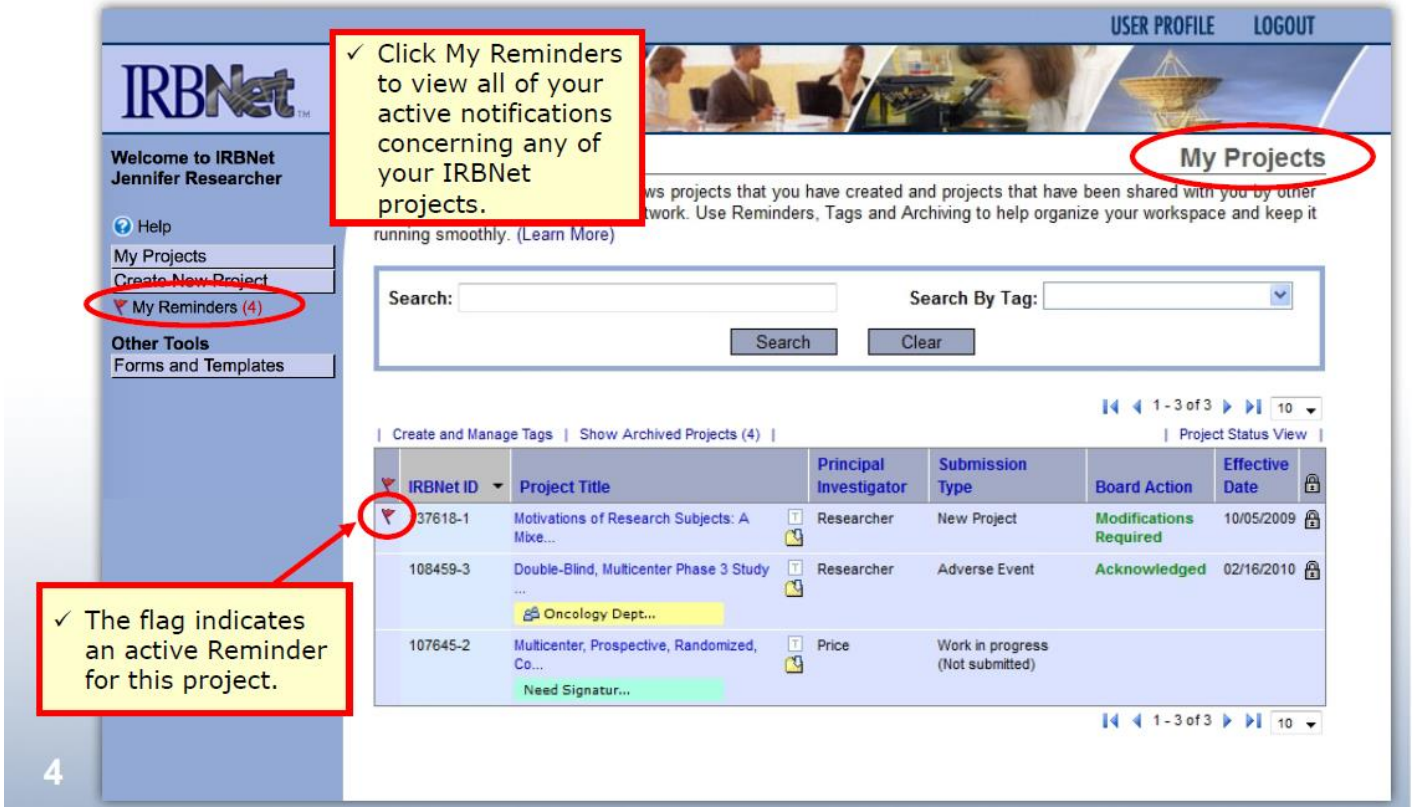
U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

Researcher 2
Training Energizer

Receive Notifications

IRBNet

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



POST-SUBMISSION TOPICS

MANAGING MY REMINDERS

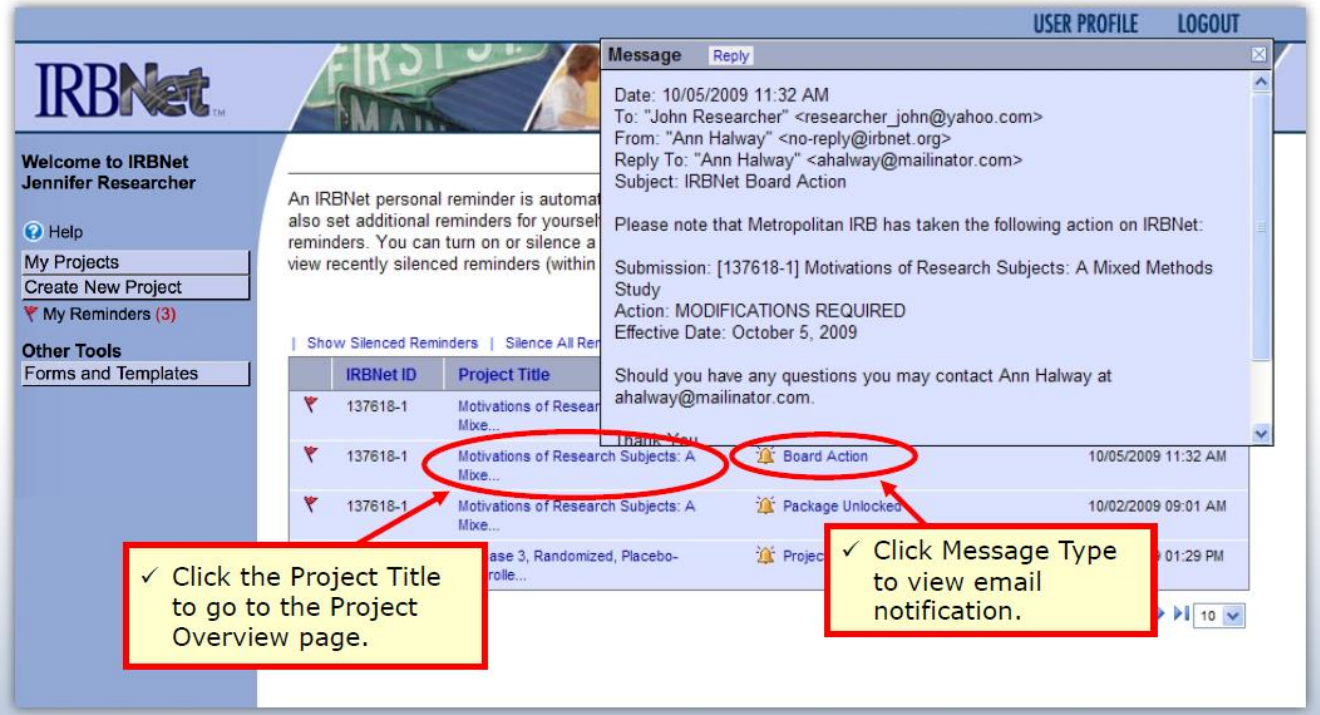
U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

Researcher 2
Training Energizer

Review My Reminders

IRBNet

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.



POST-SUBMISSION TOPICS

MANAGING MY REMINDERS

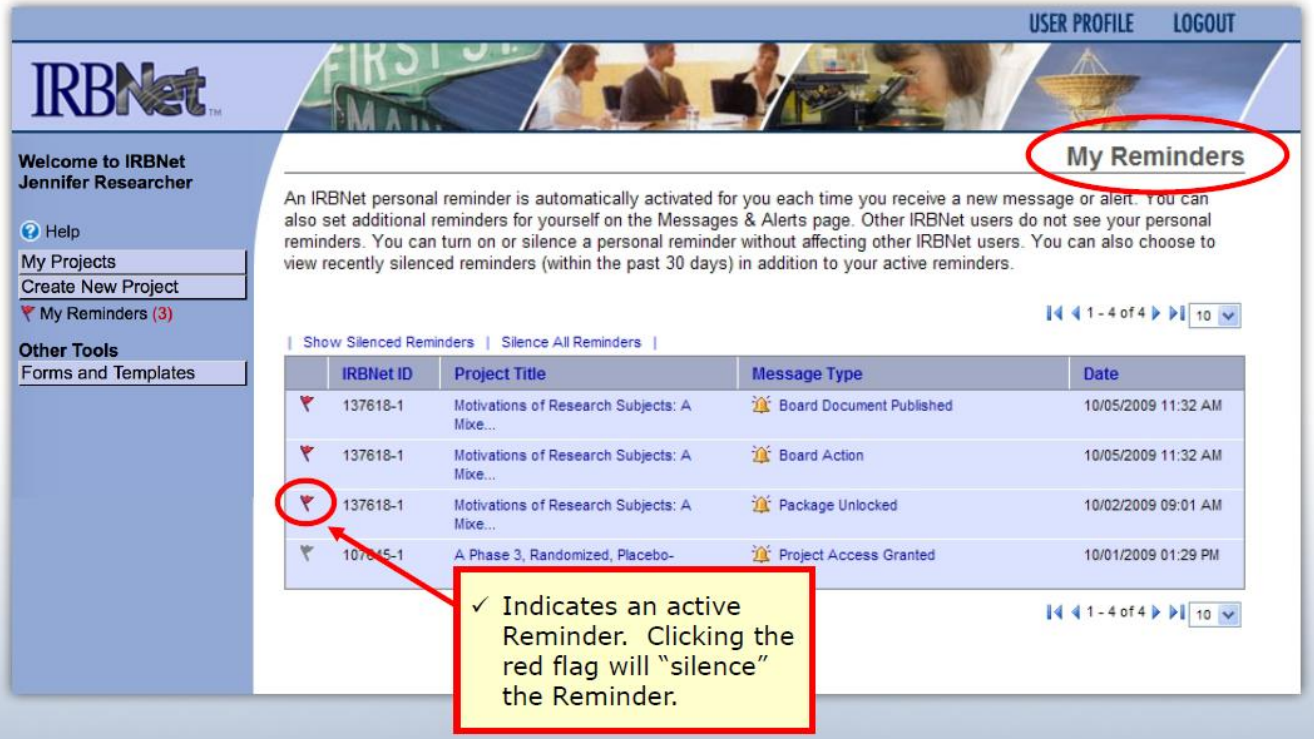
U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

Researcher 2
Training Energizer

Silence Reminders

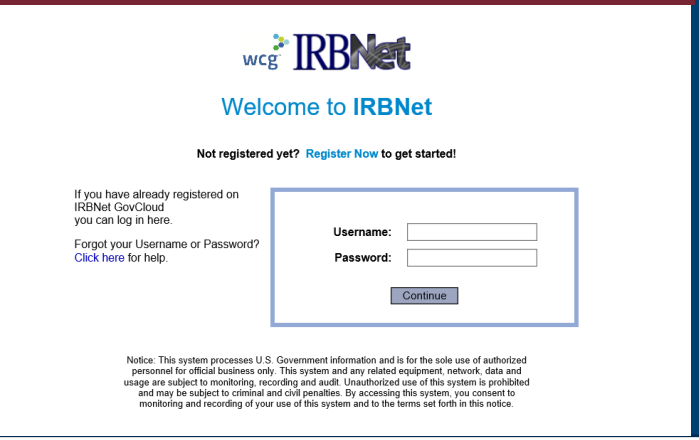
IRBNet

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



POST-SUBMISSION TOPICS

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.

POST-SUBMISSION TOPICS

U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

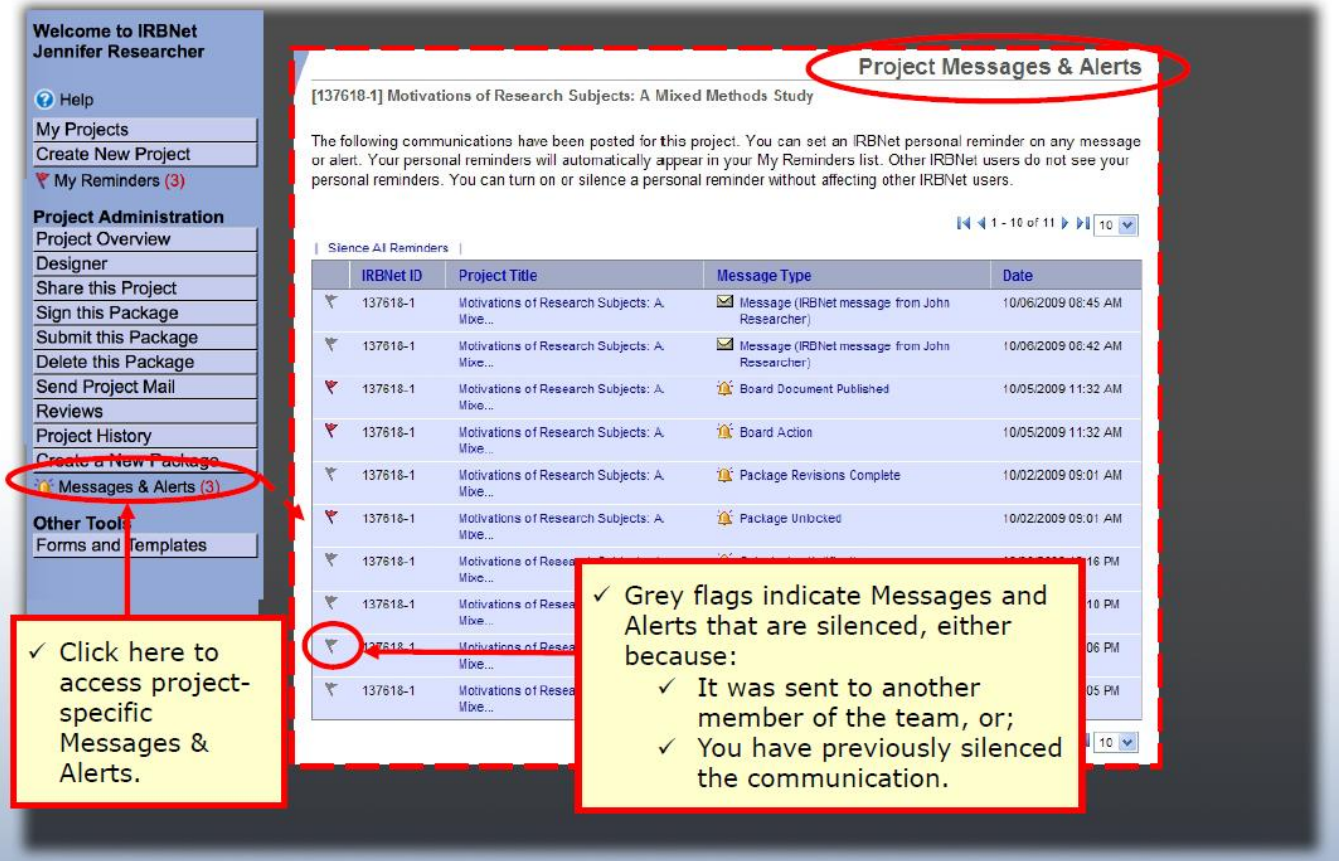
REVIEWING PROJECT MESSAGES & ALERTS

Researcher 2
Training Energizer

Review Project Messages & Alerts

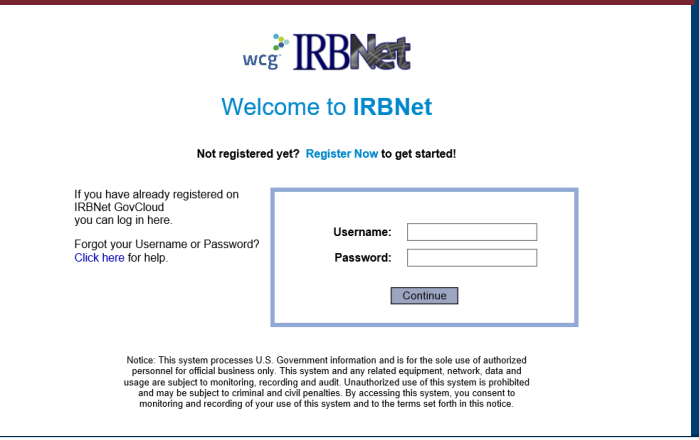
IRBNet

All project-specific emails remain filed in the Messages & Alerts page as a permanent part of the Project.



POST-SUBMISSION TOPICS

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.)

POST-SUBMISSION TOPICS

CREATING NEW PACKAGES FOR YOUR PROJECT

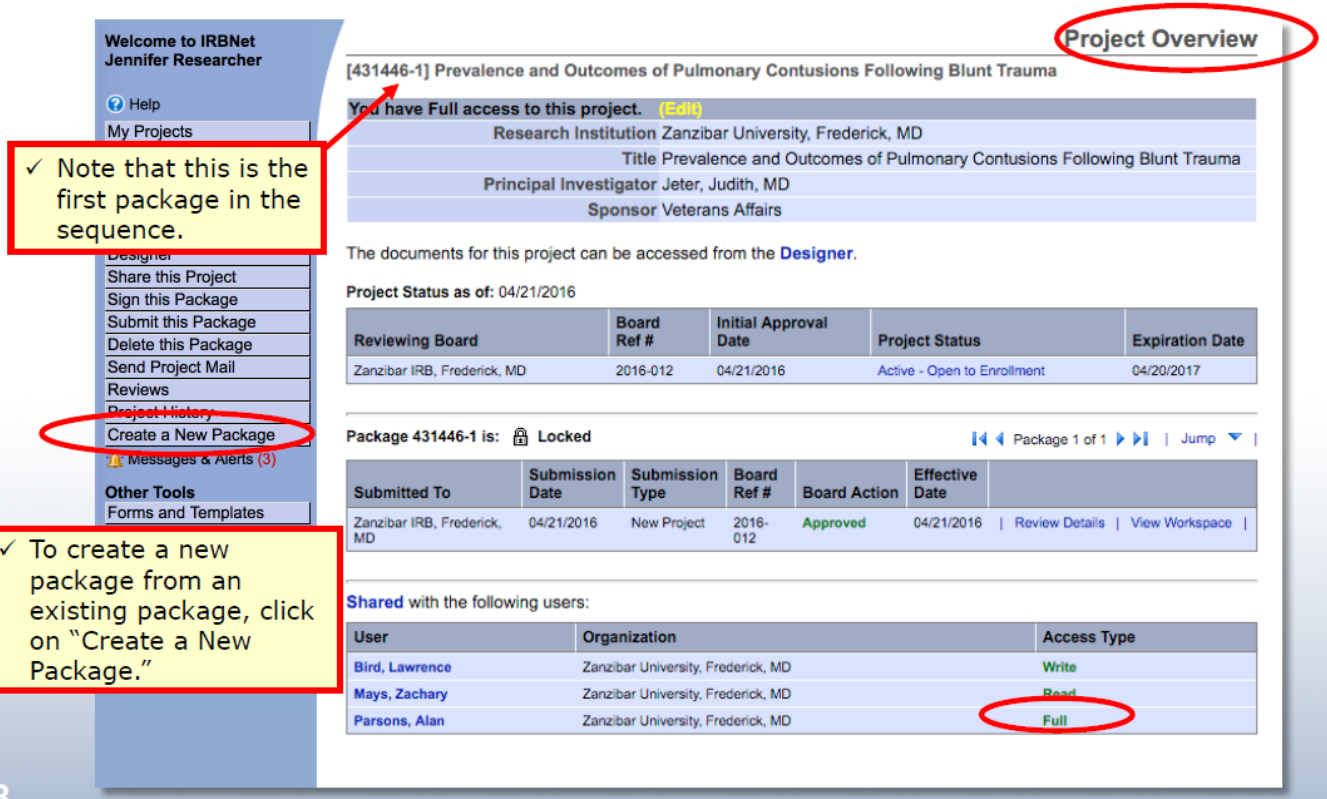
U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

Researcher 2
Training Energizer

Revise Your Project: Create a New Package

IRBNet

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.



✓ 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

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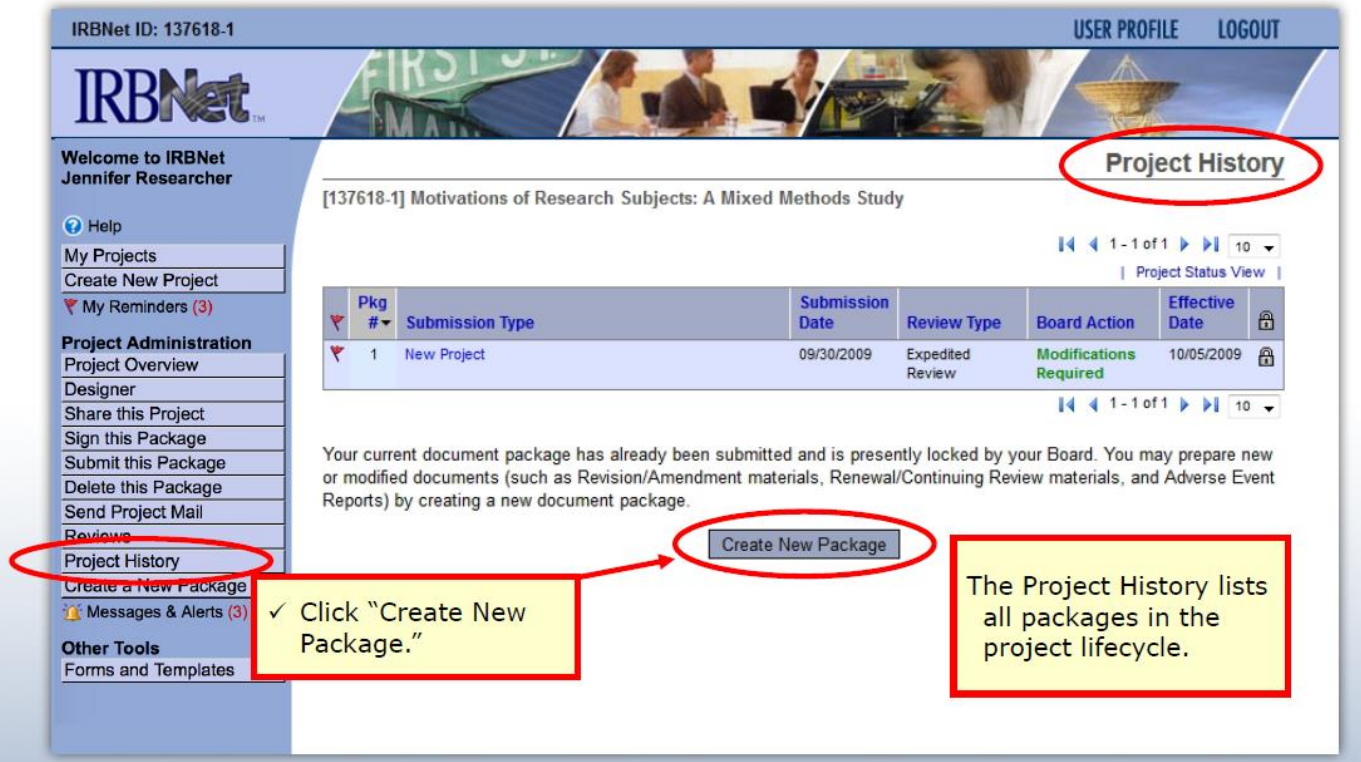
Create a New Package: Alternative

IRBNet

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



POST-SUBMISSION TOPICS

U.S. Department of Veterans Affairs
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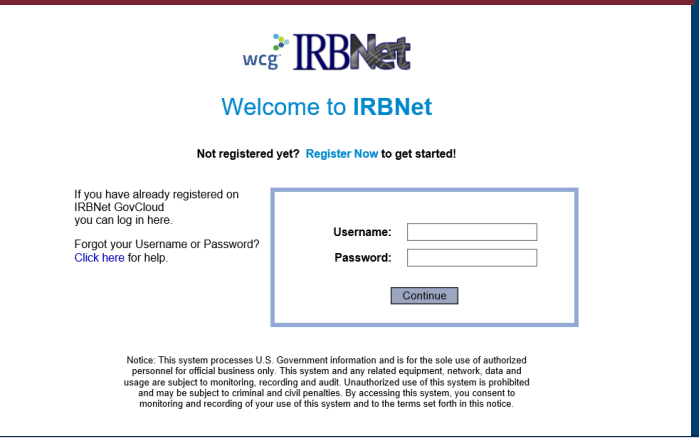

ADDING & REVISING DOCUMENTS

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

POST-SUBMISSION TOPICS

ADDING & REVISING DOCUMENTS

U.S. Department of Veterans Affairs
Veterans Health Administration
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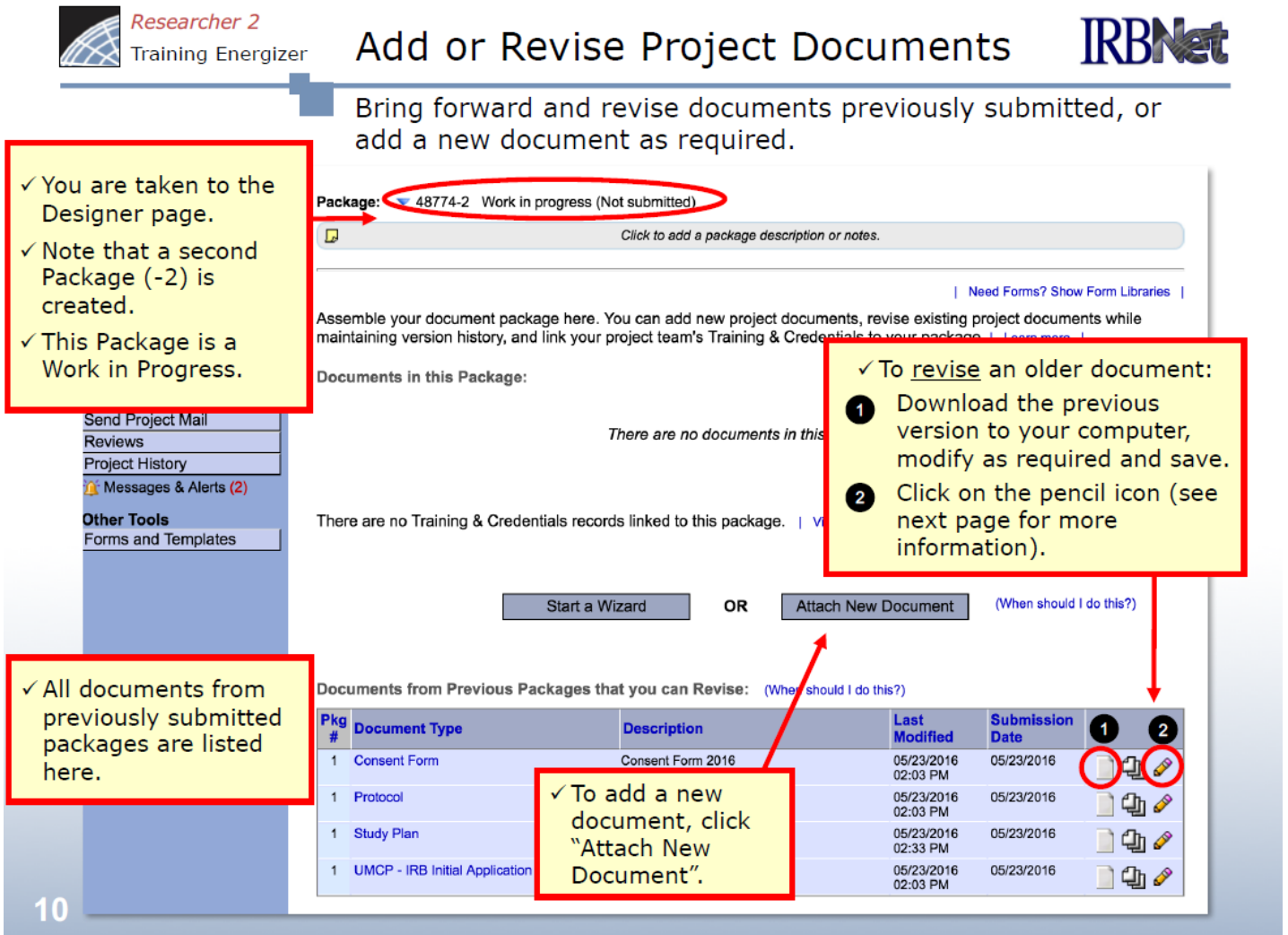

POST-SUBMISSION TOPICS

ADDING & REVISING DOCUMENTS

U.S. Department of Veterans Affairs
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Researcher 2
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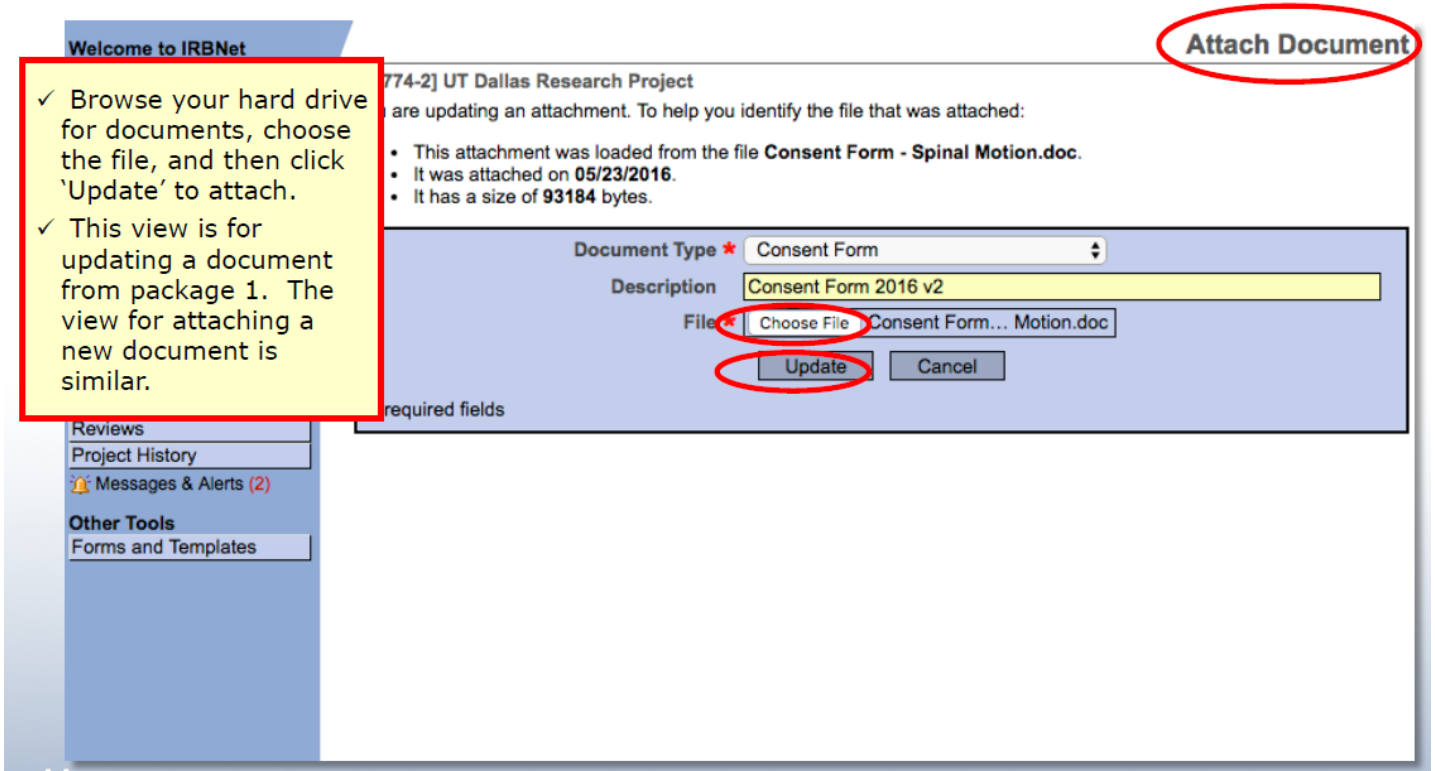
Attach a Document

IRBNet

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

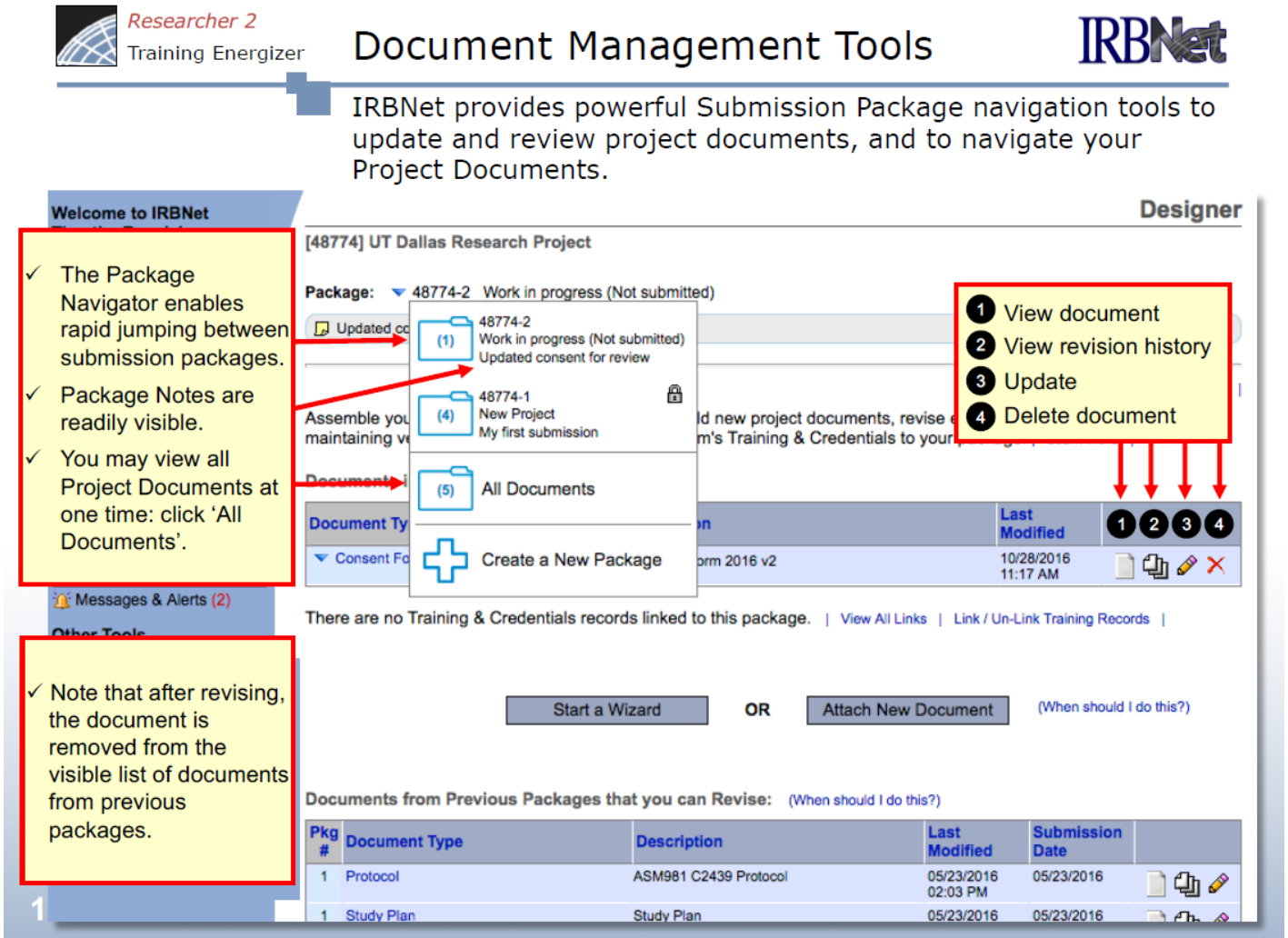
- ✓ Browse your hard drive for documents, choose the file, and then click 'Update' to attach.
- ✓ This view is for updating a document from package 1. The view for attaching a new document is similar.



POST-SUBMISSION TOPICS

ADDING & REVISING DOCUMENTS

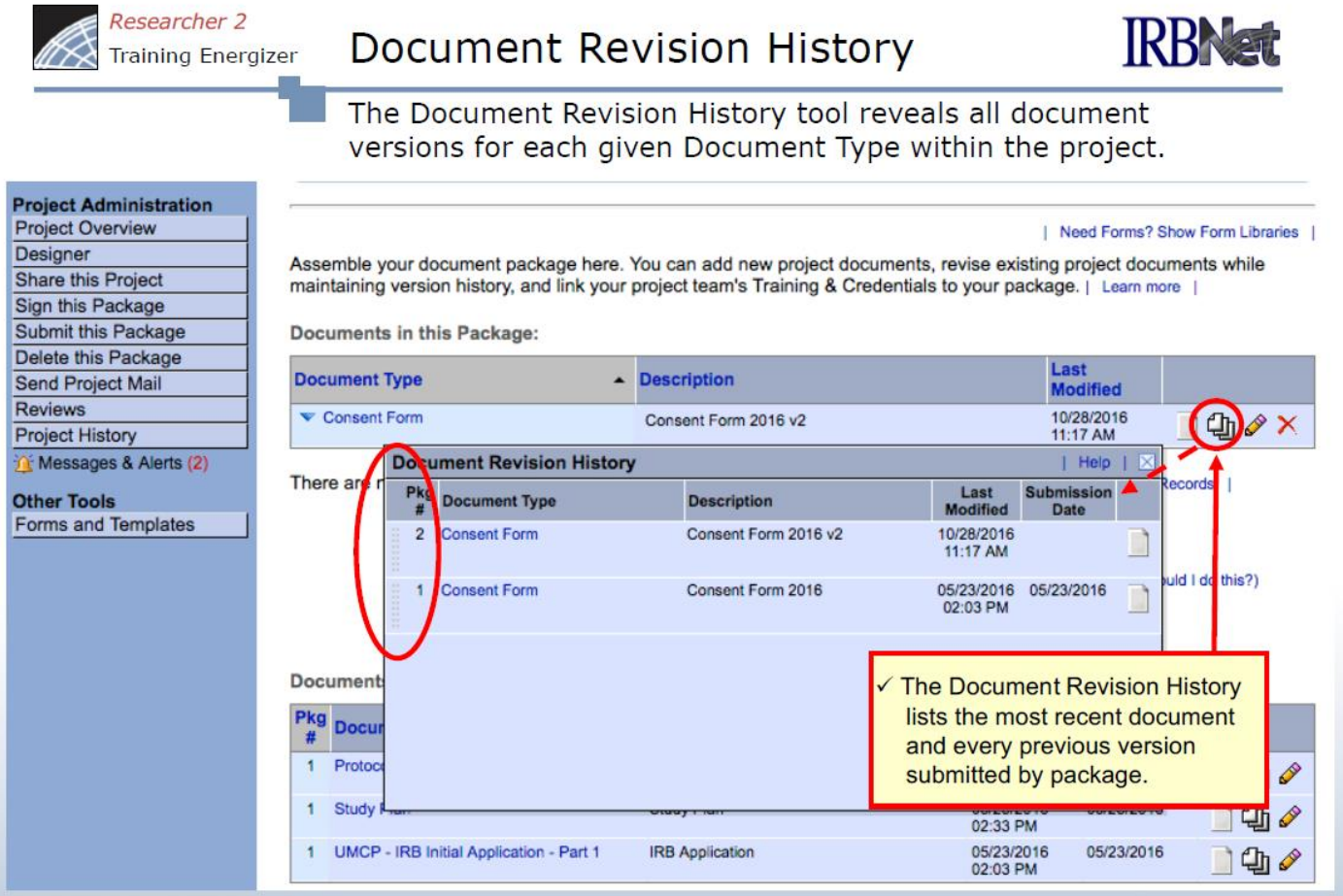
U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center



POST-SUBMISSION TOPICS

ADDING & REVISING DOCUMENTS

U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center



POST-SUBMISSION TOPICS

ADDING & REVISING DOCUMENTS

U.S. Department of Veterans Affairs
Veterans Health Administration
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Researcher 2
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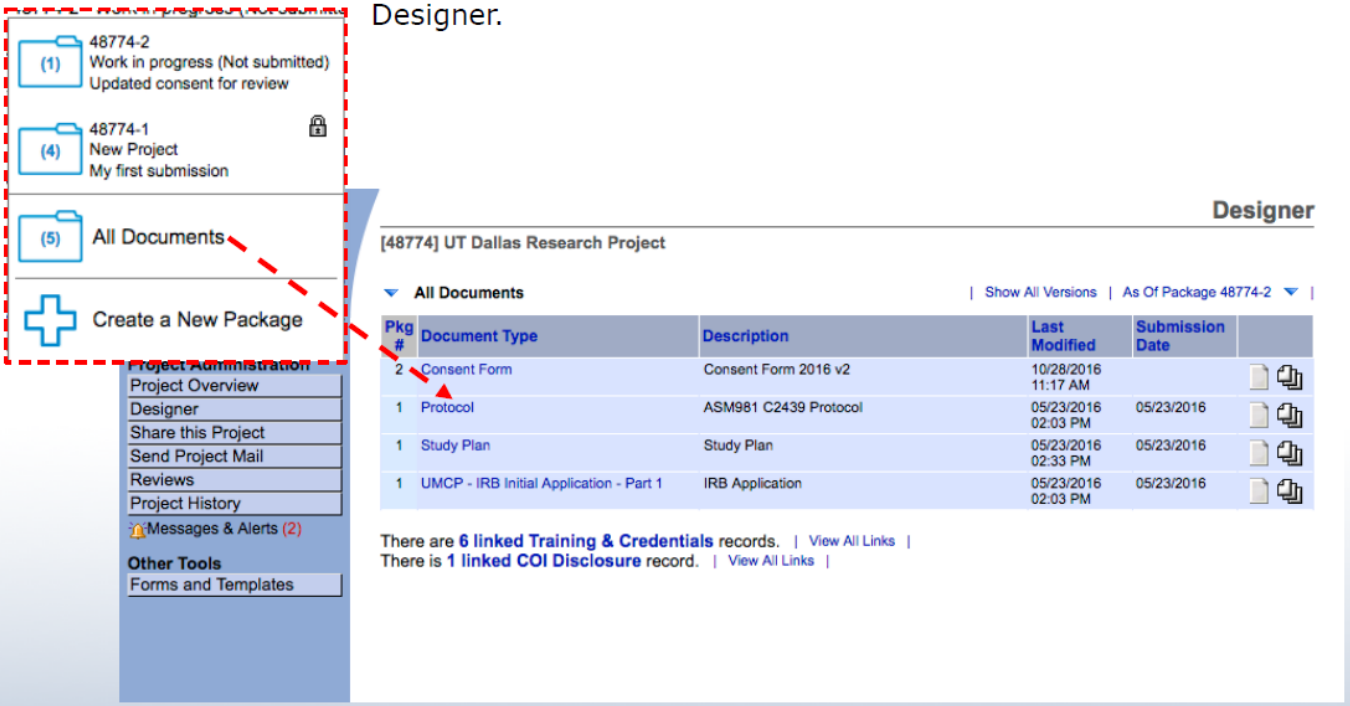
All Documents view

IRBNet

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



POST-SUBMISSION TOPICS

U.S. Department of Veterans Affairs
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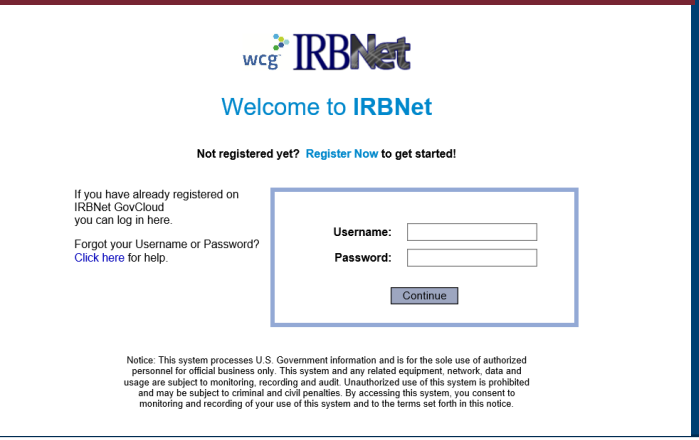

COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

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

POST-SUBMISSION TOPICS

U.S. Department of Veterans Affairs
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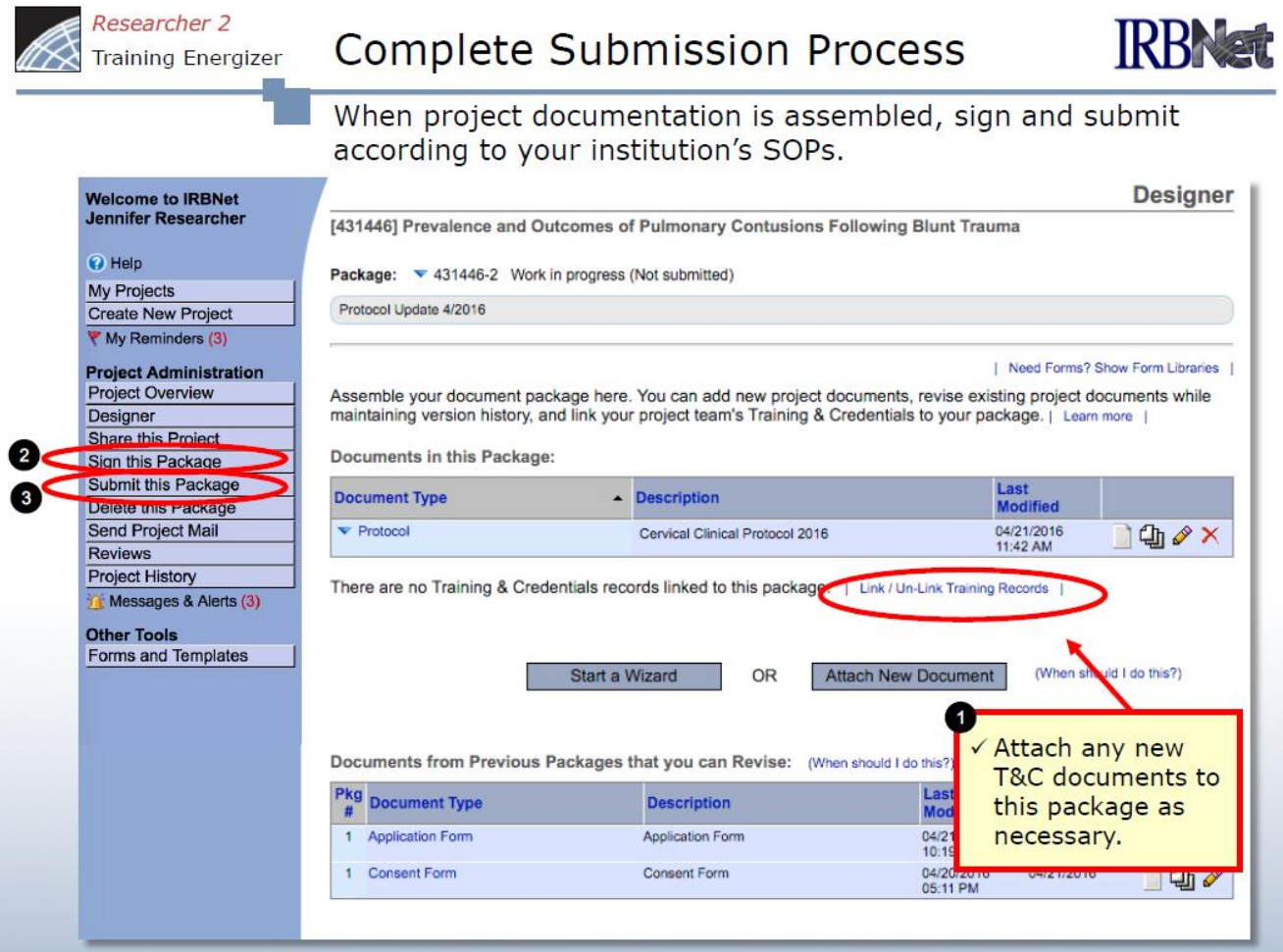
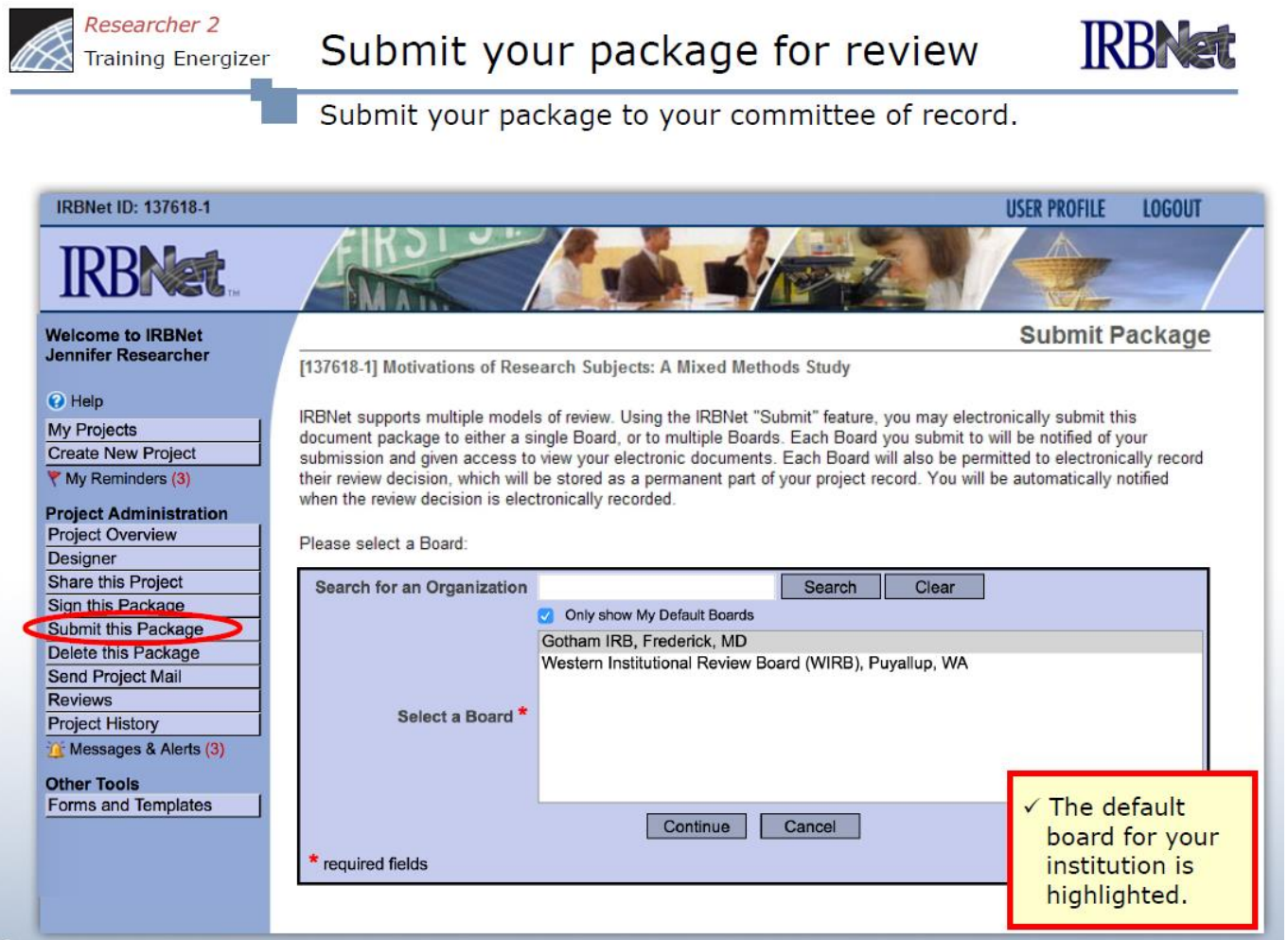
COMPLETING & SUBMITTING SUBSEQUENT PACKAGES



POST-SUBMISSION TOPICS

U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

COMPLETING & SUBMITTING SUBSEQUENT PACKAGES



POST-SUBMISSION TOPICS

U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center

COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

Researcher 2
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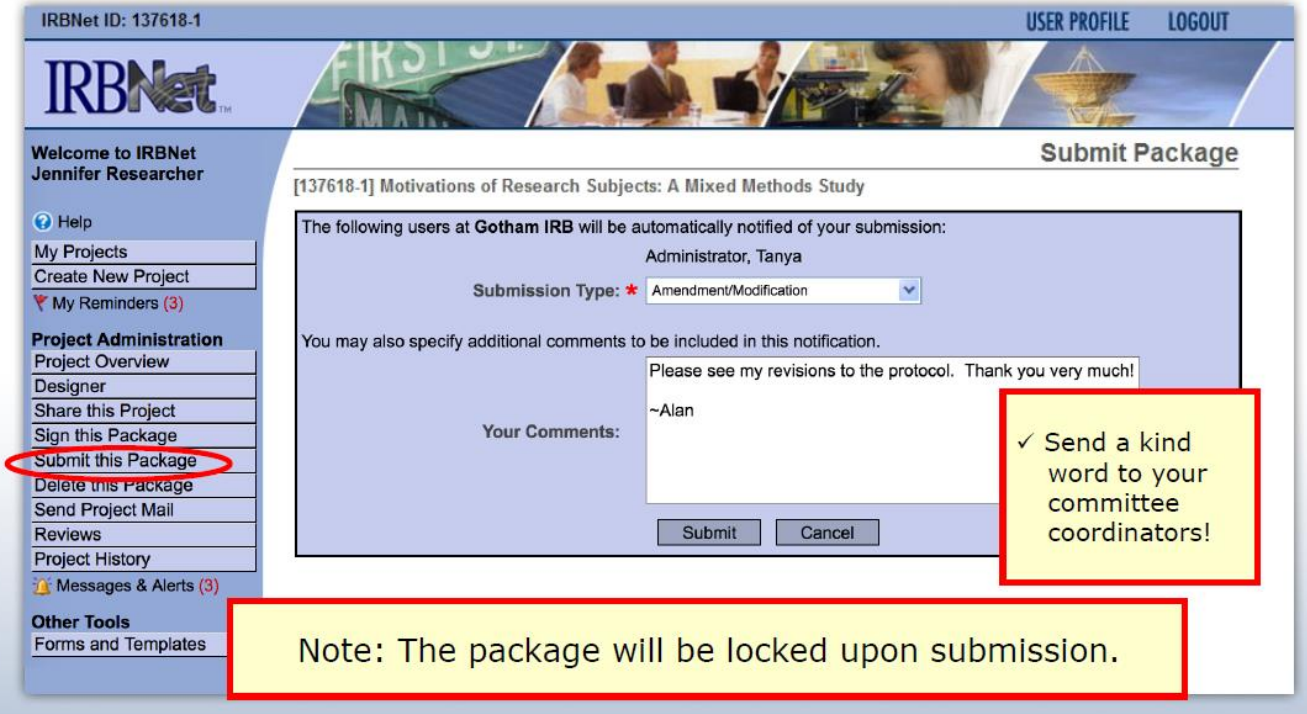
Submit to your Board

IRBNet

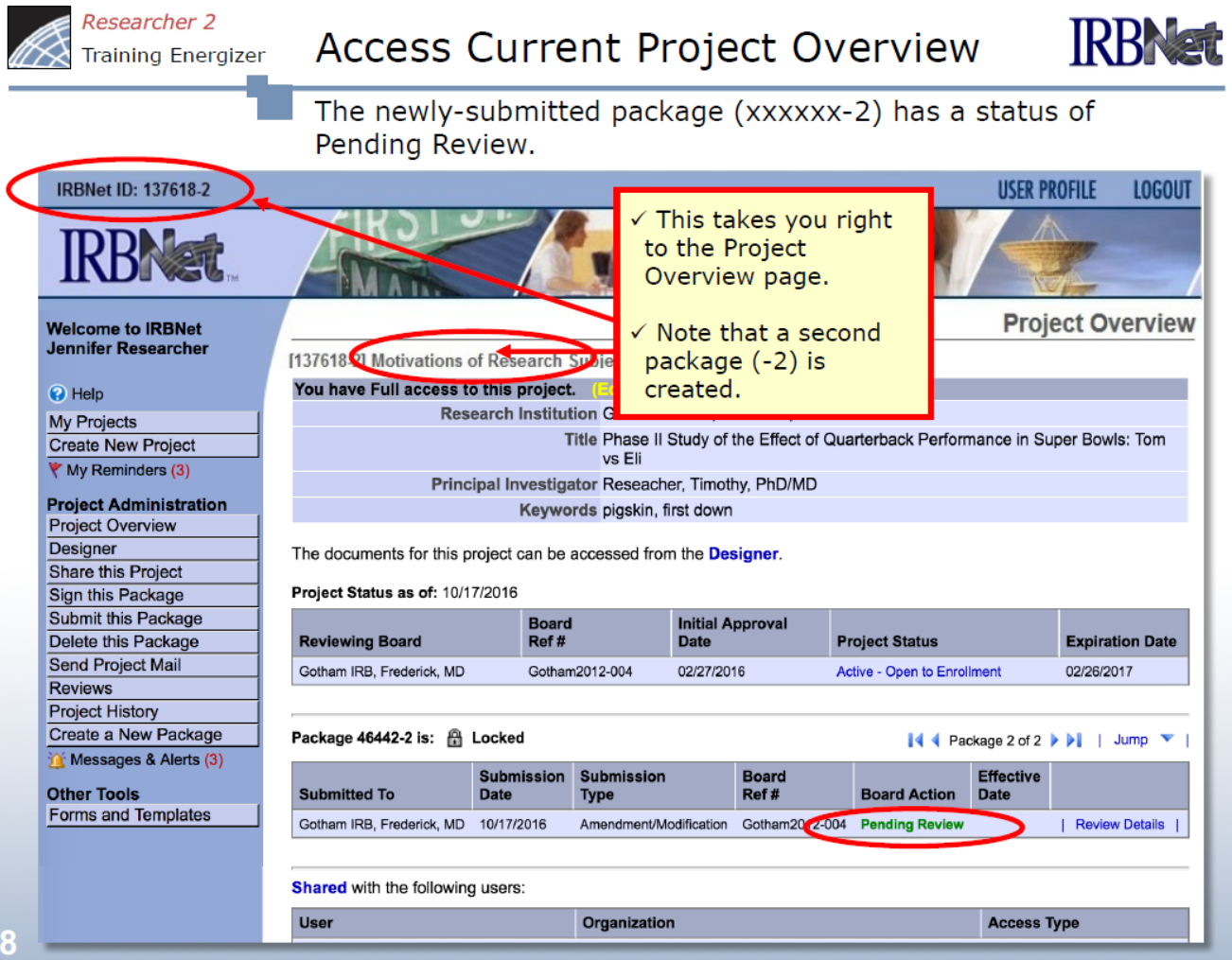
The system enables you to send a message to your coordinator, and indicate submission type. IRBNet knows the coordinator of your committee.



POST-SUBMISSION TOPICS

COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

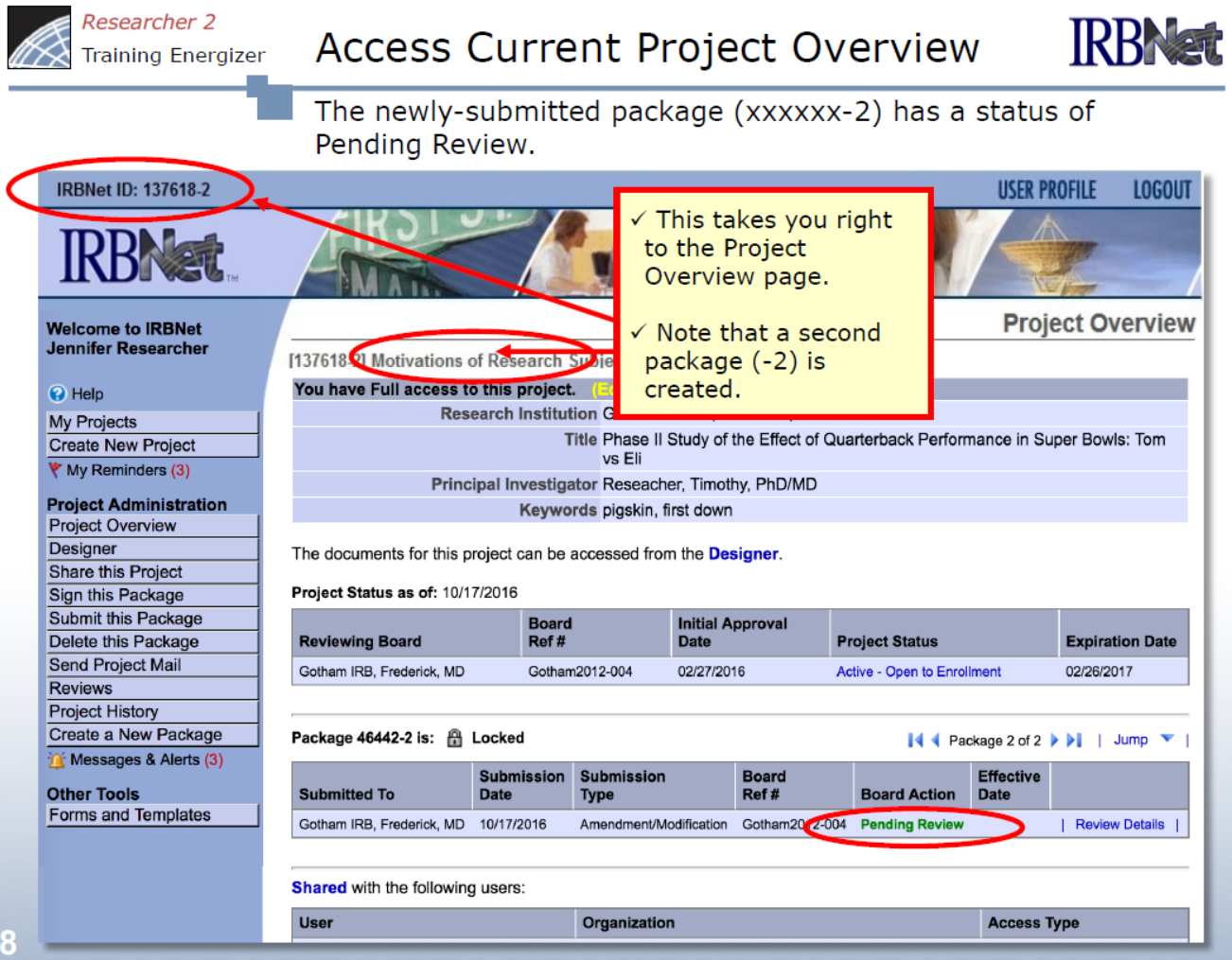
U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center



POST-SUBMISSION TOPICS

COMPLETING & SUBMITTING SUBSEQUENT PACKAGES

U.S. Department of Veterans Affairs
Veterans Health Administration
Salem VA Medical Center



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