

Information for VA Central IRB Local Site Liaisons



A VA Central IRB Local Site Liaison is appointed by a VA facility's Medical Center Director in accordance with the signed Memorandum of Understanding (MOU) between the facility and the Veterans Health Administration Central Office Human Research Protections Program (VHACO HRPP). The Local Site Liaison assists the VA Central IRB in facilitating its oversight, compliance, and monitoring functions as they pertain to VA Central IRB-approved studies conducted at the Liaison's site.

Section 1: VA Central IRB Local Site Liaison

1. Serves as the main point of contact at a site for the VA Central IRB concerning local site issues.
2. Informs other applicable local research office personnel of the availability of approved study documents on SharePoint.
3. Assists Site Designee in performing initial review functions per the MOU and in relaying the results to the VA Central IRB.
4. Provides the results of audits by local facility staff or outside agencies on projects overseen by the VA Central IRB if not already submitted by the local study team.
5. Makes local site records available to the VA Central IRB as required to facilitate its oversight, compliance, and monitoring functions.
6. Informs the VA Central IRB of actions taken by the local site involving any restriction, suspension, or termination of research privileges involving the Local Site Investigator or other research team members associated with a VA Central IRB-approved project.
7. Provides feedback to the VA Central IRB on its operations and ensure the VA Central IRB is included in the local site annual HRPP review.
8. Informs the VA Central IRB when personnel designated to perform functions per the MOU or other local research office personnel change.

Section 2: VA Central IRB

1. Makes VA Central IRB records available as needed to local site officials for compliance monitoring or other oversight obligations. This includes:
 - VA Central IRB minutes
 - VA Central IRB Table of Reporting Requirements
 - VA Central IRB Membership Rosters
2. Responds in a timely manner to any audit reports or other findings involving the operations of the VA Central IRB.
3. Provides input or information as requested to a local site request for information concerning the annual review of its HRPP (or its accreditation/re-accreditation process) and notifies Site Liaisons when the VHA Central Office HRPP annual report is posted to SharePoint
4. Notifies Site Liaisons when there are changes in VA Central IRB policies and procedures directly affecting the local sites.

Section 3: Use of IRBNet

Each VA Central IRB Local Site Liaison is granted access to IRBNet by their local Research Administration.

1. Project files that the VA Central IRB Local Site Liaison can access in IRBNet:
 - Project Documents: approved PI/SC and/or LSI Application, approved amendments, updates, and continuing review applications.
 - VA Central IRB Notifications: new notifications from the VA Central IRB to study teams and VA Central IRB Local Site Liaisons, such as requests for local site review.
 - Study Team Responses: used to submit responses, to include revised documents, to previous VA Central IRB correspondence.

Contact the VA Central IRB at 877-254-3130 or at VACentralIRB@va.gov