



## TRANSITION PROGRESS

A total of **98 sites** (+ Central IRB) are live on VA's instance of IRBNet

**SNAPSHOT**  
 TIER 3 START: 12 / 2020  
 DEPLOYMENT END: 4 / 2021  
 DEPLOYMENT DUR: 5 MONTHS

**98** Sites, + Central IRB

## BY THE NUMBERS

**23,000**

REGISTERED USERS

**160,000**

SUBMITTED PACKAGES

**330,000**

SUBMITTED DOCUMENTS

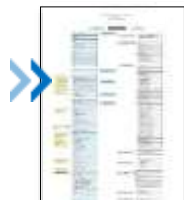


VAIRRS AMBASSADORS COMING SOON

## DID YOU KNOW ?

### Announcement: Upcoming SharePoint Reorganization

To better serve IRBNet users, the VAIRRS SharePoint resources will be reorganized to make the site more user friendly. Stay tuned for more information on the roll out!



### TMS / CITI Integration

As promised, TMS training is still on track to be integrated in June! CITI is also making progress. Tech teams are collaborating on both sides to find creative solutions to overcome initial challenges. Updates to follow.

## REGISTRATION

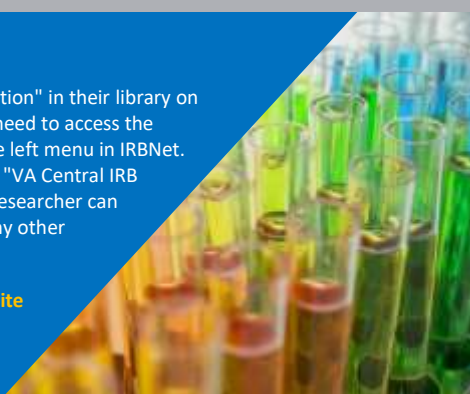
## VA Central IRB

**CIRB researchers must register for an IRBNet account even if their affiliated site is not yet live in IRBNet. Once registered, notify the IRB Manager responsible for the project. The active study project shell will be transferred to the PI/LSI's account.**

## STEPS FOR DOWNLOADING FORM 104 IN IRBNET

The Central IRB has published the "104 Local Site Investigator Application" in their library on IRBNet for your research community to use. When your researchers need to access the form, please direct them to the "Forms and Templates" button on the left menu in IRBNet. In the "Select a Library" menu at the top of the page, they may select "VA Central IRB Administration, Washington, DC Documents for Researchers." The researcher can then select the 104 form from the list of forms available, alongside any other forms that are required by the Central IRB.

**Update: The Form 104 is a requirement when submitting the Local Site Investigator Application in addition to the Project Coversheet and IRB Information Sheet Wizards.**



## YOU SPOKE, WE LISTENED, WHAT WE ARE DOING

## IRBNet Topics

### Concerns: Usability of Insight Reports

- The Insight Reports, as provided, are not easy to read and can contain columns of data that are not relevant to local sites. This makes the processing/using of Insight Reports less efficient.

### Solutions: Creation of Excel macros to help get the reports in a more usable format.

- The macros can remove unneeded columns or rows to ensure that only needed data is included.
- They can reformat the columns and rows to make the spreadsheet more readable.
- A macro can be used to create calculated columns (for example, the amount of time needed to review a package).
- Macros can be customized and revised. If there is something you would like included in a macro to make the Insight Reports more useful, let us know!

## TEAM SPOTLIGHT

### New Team Member Introduction

As the VAIRRS project team has expanded, we would like to introduce two of our newest additions Maggie Loughran and Shay Bickley. If you may have any questions or comments regarding site support and/or communications for VAIRRS implementation, please reach out to them as they will be happy to assist you.

**Maggie Loughran**, Titan Alpha Consultant  
 VAIRRS Site Support  
[Maggie.Loughran@va.gov](mailto:Maggie.Loughran@va.gov)

**Shay Bickley**, Titan Alpha Senior Consultant  
 VAIRRS Communications  
[Shay.Bickley@va.gov](mailto:Shay.Bickley@va.gov)

## LEARNING CORNER

### Dashboard Focus Groups Announcement

#### Leveraging VAIRRS Data to Answer Your Program Questions

Several new focus groups will be formed in June considering how to best organize and use data in VAIRRS. Based on role (AO, RCO, IRB Administrators, etc.), we will be defining the goals and objectives of your work group, the types of problems that you want to solve, and how to measure success with the data stored in VAIRRS. Lastly, we will explore if the data answers your original questions, and if not, figure out a way to get the data to work for you. Each group will meet at least three times.

If you are interested in participating in the focus groups, send an email to [VAIRRSDashboards@va.gov](mailto:VAIRRSDashboards@va.gov), including your job title.

**We are forming a focus group to discuss the potential of developing an enterprise Tissue Repository initial and CR form. If you are interested, please email [VAIRRS@va.gov](mailto:VAIRRS@va.gov).**

### VAIRRS Macro Webinar Announcement

The Office of Research Protections, Policy, and Education (ORPP&E) is pleased to announce a webinar scheduled for Thursday, June 10 from 1:00 – 2:00 EDT. Details below:

**Topic:** VAIRRS How To Series #2: Using Macros in Reports

**Date:** Thursday, June 10

**Time:** 1:00 – 2:00 EDT

**Purpose:** The training session is focused on macros- what they are, why they are useful, how to save and run them. If you want to easily transform VAIRRS insight reports into a more friendly, readable spreadsheet- this training is for you!

#### Lead Presenter(s):

- Nelson Vasconcelos, Senior Management Analyst, Goldschmitt and Associates LLC
- Angela Foster, PM/COR, VAIRRS and VAEDA
- Erica Aulik, MEd, Instructional Designer

**Target Audience:** Anyone currently using VAIRRS

#### Webinar details and registration:

<https://veteransaffairs.webex.com/veteransaffairs/onstage/g.php?MTID=ee9892177d74020aab97fd41c0f088520>

**Software Requirements:** Be sure you have Adobe Flash installed on your computer. We suggest you log on using Chrome.

**Recording:** This webinar will be recorded

If you would like to learn more about other ORPP&E hosted webinars, please visit the [ORPP&E Webinar Archive](#).

## VAIRRS Library Updates

The Change Control Board is scheduled to meet on May 27th. Any updates will be posted to the VAIRRS Toolkit on the VAIRRS SharePoint portal.

## Change Control Board Subcommittee

The VAIRRS Change Control Board is forming a subcommittee of five field representatives. One subcommittee member will sit on the Board for a six-month term. If you are interested in joining the subcommittee, please email [VAIRRS@va.gov](mailto:VAIRRS@va.gov).

## HELP DESK SUPPORT AND RESOURCES

IRBNet support is available at [govsupport@irbnet.org](mailto:govsupport@irbnet.org) for technical issues and questions related to IRBNet. For regulatory questions or questions about processes subject to regulatory guidance, first visit the [ORD FAQs](#) page and use the search tools to find the answer. If you still need help, email [VAIRRS@va.gov](mailto:VAIRRS@va.gov). The VAIRRS User Group Listserv is also available if you would like to reach out to other users. Email the VAIRRS team to be added to the listserv.

Training resources and the VAIRRS Toolkit are available on the [VAIRRS SharePoint portal](#).

The **VAIRRS Change Control Board** meets monthly to review requested changes and potential new forms and letter templates. Please submit your suggestions to [VAIRRS@va.gov](mailto:VAIRRS@va.gov). *Reminder: It is expected that all VAIRRS sites will use the standard library and supplement with local forms as necessary. The Project Cover Sheet and IRB Information Sheet wizards must be completed at the next study event as soon as possible.*



## Looking Ahead

- Wizard Guide updates
- New VAIRRS webinars
- Academic Promotions & ORD Publications programs launching in June