

Animal Studies Research New Submission Quick-Start Guide

1. Visit <https://gov.irbnet.org/release/index.html> and login with your username and password
 - a. If you do not have an account with IRBNet, please visit https://www.atlanta.va.gov/services/research/VAIRRS_IRBNet_Guidance.asp to download the instruction for creating your account. Make sure to use the VA IRBNet link (gov.irbnet.org). Then contact Kallie Medbery (mary.medbery@va.gov) or Derek Key (derek.key@va.gov) to have any existing projects shared to you.
 - b. If you have staff that are going to be interacting with IRBNet on your behalf, have them use the same instructions, then you can use the same “Share” function as discussed in step 16 of these discussions.
2. Choose “Forms and Templates” from the left-hand menu.
3. From the drop-down menu, select “Atlanta VA Health Care System Research Administration, Decatur, GA – Documents for Researchers”.
4. Download the document entitled “**AVAHCS IACUC & RDC Submission Checklist for Animal Research Studies**”. Use this as a reference for all requirements for this initial submission. You will need to start the Financial Conflict Of Interest (FCOI) process as described in the checklist as soon as possible, as an Administrator signed FCOI is required at the time of study creation.
5. Then, from the drop-down menu, select “Atlanta VA Health Care System IACUC, Decatur, GA – Documents for Researchers” (A copy of these instructions is also available there).
6. Download the word document form entitled “**2. ACORP Main Body and Appendices Template for New and Triennial Submissions**” and the instructions labeled “**2.5. ACORP Main Body Instructions**”.
 - a. You will also want to download the instructions for the Appendices you will completing as part of your ACORP. However, you do not need to download the appendices documents as they are already appended to the original main body document.
7. Complete the main body of the ACORP and all applicable Appendices. Then save the form and close out of the word doc.
8. Send the completed to form to Dr. George Lathrop, DVM, CVMO, for a vet consult via George.Lathrop@va.gov (This process usually takes 1 to 2 weeks).
9. Once you have received the files back from Dr. Lathrop, please respond to the Vet Consult thoroughly. Save the revised document and close the word doc.

10. Log back into IRBNet using the link in step 1, then choose “Create New Project” from the left-hand menu. **Do not click into an existing submission, as this button will then create a new package for that study, rather than a separate new study.**
11. Make sure the Research Institution at the top of the box is Atlanta VA Healthcare System. Then, fill in the study title, PI, 3 study key words and study sponsor. If the study is unfunded enter None in the sponsor field. You can enter any reference number you would like in the Internal Reference Number field.

12. You will now be viewing the Designer menu for the study. This is where you will attach required documents to the package you are creating for review. Make sure Atlanta VA Health Care System IACUC is chosen in the “Select a Library” drop down. Then, choose “Submission Checklist for New Animal Studies (START HERE)” from the Select a Document drop down menu and click Download.

Step 1: [Hide Form Libraries](#)

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

Select a Library:

Select a Document:

13. Review the Checklist to determine what forms you will need to upload for your submission.
14. Add the required forms from your checklist by dragging them to the bottom right corner of the screen or clicking the Attach a New Document button at the bottom of the page.
15. All studies will require at-least one online form called a “Wizard”. Click the Start a Wizard button at the bottom of the page and choose the VA – Project Cover Sheet

Step 2:

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:

There are no documents in this package.

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?)

VA - IRB Information Sheet

VA - Project Cover Sheet

16. Fill in all required fields in the Project Cover Sheet. Required sections are denoted by a red asterisk. Move through the pages using the Next button at the bottom of the screen.
17. Once all required and optional documents per the **“AVAHCS Submission Checklist for Initializing Animal Research”** are uploaded and your Project Cover Sheet Wizard is complete, choose a document type for each document. If you don't see an appropriate category in the dropdown, choose Other.

Documents in this Package:

Document Type	Description	Last Modified	
▼ Budget	Project Budget	06/28/2021 10:34 AM	   
▼ Other	SRS Determination Request Form	06/28/2021 10:32 AM	   
▼ Proposal	Research Plan	06/28/2021 10:34 AM	   
▼ Protocol	Doodle_ACORP_Main_Body_and_Appendices	06/28/2021 10:33 AM	   
▼ Protocol	Doodle_ACORP_Vet_Consult	06/28/2021 10:33 AM	   
VA - Project Cover Sheet	VA - Project Cover Sheet	06/28/2021 10:37 AM	   

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

18. You have now completed the documents for the package and can move on to the next line on the left-hand menu to share the project. You can give your team members Full, Write or Read-Only access to the project. Click the blue Share link to access this feature:

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



- **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.

19. On the next screen, choose Atlanta VA Health Care System, Decatur, Ga and click Select Organization

20. Type the name of the user you wish to share the project within the text field and press search (note, only partial name is required aka last name or first name only). If the user has an IRBNet account, they should show up and you can choose the type of access to grant them. If they do not show up, verify that they have an IRBNet account and the spelling of their name.

Search for a User:

User	Access Type
Key, Derek	<input checked="" type="radio"/> Full <input type="radio"/> Write <input 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

21. Please always share your project with the following administrators in addition to the PI and Coordinators:

Name	Access Type
Kallie Medbery (R&D Coordinator)	Full
Derek Key (Program Coordinator)	Full
Rodney Thompson (Research Compliance Officer)	Read
Lorrie Graham (Research Compliance Auditor)	Read

22. Once the project has been shared, you can move on to the next line in the left-hand menu for signing the project. All projects must be signed by the PI or the PI's designee. If you are signing on behalf of the PI, click the Designee Signature Mode link.

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package



[1604351-1] Example Study

I Kallie Medbery, as , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to **Designee Signature Mode**.

23. Once the project has been signed, you can go to the final link on the left-hand menu to Submit this package. Choose **Atlanta VA Health Care System Research Administration, Decatur, GA,** and press continue.

The image shows a 'Project Administration' menu on the left with options: Project Overview, Designer, Share this Project, Sign this Package, Submit this Package (highlighted with a red box), and Delete this Package. A large grey arrow points from this menu to a 'Select a Board' dialog box. The dialog box has a search bar at the top with the text 'Search for an Organization', a 'Search' button, and a 'Clear' button. Below the search bar is a checkbox labeled 'Only show My Default Boards' which is checked. A list of organizations is displayed below the checkbox, with 'Atlanta VA Health Care System Research Administration, Decatur, GA' selected. Other organizations in the list include Atlanta VA Health Care System IACUC, Decatur, GA; Atlanta VA Health Care System IBC, Decatur, GA; Atlanta VA Health Care System IRBs (External), Decatur, GA; Atlanta VA Health Care System R&DC, Decatur, GA; Atlanta VA Health Care System SRS, Decatur, GA; and WCG IRB (formerly WIRB), Puyallup, WA. At the bottom of the dialog are 'Continue' and 'Cancel' buttons. A red asterisk and the text '* required fields' are at the bottom left of the dialog.

24. Choose New Project as the Submission Type and add a short project description in the Your Comments box (I.e. NIH Funded Spinal Surgery Project with a Mouse Model.) and press Submit:

The image shows a notification screen with a light blue background. At the top, it says 'The following users at Atlanta VA Health Care System Research Administration will be automatically notified of your submission:'. Below this, a list of names is shown: Key, Derek; Laracuenta, Antonio; Medbery, Kallie; and Whelan, Jennifer. Below the names is a 'Submission Type: *' label followed by a dropdown menu showing 'New Project'. Below this is a text box labeled 'Your Comments:' with the placeholder text 'You may also specify additional comments to be included in this notification.' At the bottom of the screen are 'Submit' and 'Cancel' buttons.

25. Your package has now been submitted for pre-review by the VA Research Administration and Privacy Offices. Once all reviews have been completed you will be notified by the system.

If you have any questions about this submission process please reach out to Mary.Medbery@va.gov and Derek.Key@va.gov.