

## Human Studies Research IRB & RDC Submission Quick-Start Guide

1. Visit <https://gov.irbnet.org/release/index.html> and login with your username and password
2. Choose “Create New Project” from the left-hand menu
3. 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.

Research Institution: \* Atlanta VA Health Care System, Decatur, GA

Title: \* Example Study 1

Local Principal Investigator: First Name: \* Fizzy, Last Name: \* Doodle, Degree(s): MD

Keywords: Research; Clinical Trial; Medicine;

Sponsor: Unfunded

Internal Reference Number: 0001

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

Continue Cancel

\* required fields

4. 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 Research Administration is chosen in the “Select a Library” drop down. Then, choose IRB & RDC Submission Checklist for Human Research **for the IRB you will be submitting to** 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: Atlanta VA Health Care System Research Administration, Decatur, GA

Select a Document: Pre-Review Submission Checklist for Human Research (START HERE)

5. One you have downloaded your checklist, also download the Financial Conflict of Interest Form and FCOI Concurrence Forms from the same Research Administration Library. You will need them when you move on to step 6.
6. Review the Submission Checklist to determine what forms you will need to upload for your submission.

- 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.
- All studies will require two online forms called “Wizards”. Click the Start a Wizard button at the bottom of the page to complete the Project Cover Sheet and IRB Information Sheet.

**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:

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**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](#)

OR  (When should I do this?)

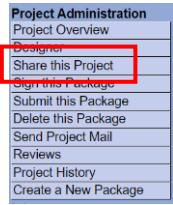
- Fill in all required fields in the wizards. Required sections are denoted by a red asterisk. Move through the pages using the Next button at the bottom of the screen.
- Once all documents are uploaded and your wizards are complete, choose a document type for each document. If you don't see an appropriate category in the dropdown, choose Other.

**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:

Document Type	Description	Last Modified	
Consent Form	Doe Informed Consent Form (Main).pdf	01/26/2021 11:17 AM	 
HIPAA Consent/Authorization	Doe HIPAA Authorization.docx	01/26/2021 11:17 AM	 
HIPAA Waiver	Doe HIPAA Waiver Request (Full).pdf	01/26/2021 11:17 AM	 
Other	Doe Privacy Checklist VA 10-250.pdf	01/26/2021 11:08 AM	 
Protocol	Doe Protocol.pdf	01/26/2021 11:17 AM	 

11. 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:



• **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.

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

13. Type the name of the user you wish to share the project with in 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.

The screenshot shows a search interface. At the top, there is a text input field labeled 'Search for a User:' containing the text 'key', followed by a 'Search' button. Below this is a table with two columns: 'User' and 'Access Type'. The table contains one row for 'Key, Derek' with radio buttons for 'Full' (selected), 'Write', 'Read', and 'No Access'. Below the table, it says 'One User found.' There is a paragraph of text: '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:'. Below this is a text area labeled 'Your Comments' containing the text 'New COVID study for Dr. Doe'. At the bottom are 'Save' and 'Cancel' buttons.

14. 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
Jennifer Whelan (HRPP Director)	Full

15. 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.

<b>Project Administration</b>
Project Overview
Designer
Share this Project
<b>Sign this Package</b>
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.**

16. 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.

<b>Project Administration</b>
Project Overview
Designer
Share this Project
Sign this Package
<b>Submit this Package</b>
Delete this Package



Search for an Organization

Only show My Default Boards

- Atlanta VA Health Care System Research Administration, Decatur, GA
- 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
- WCG IRB (formerly WIRB), Puyallup, WA

Select a Board \*

\* required fields

17. Choose New Project as the Submission Type and add a short project description in the Your Comments box (I.e. Emory Funded Chart Review, etc.) and press Submit:

The following users at **Atlanta VA Health Care System Research Administration** will be automatically notified of your submission:

Key, Derek  
Laracuenta, Antonio  
Medbery, Kallie  
Whelan, Jennifer

Submission Type: \*

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

Your Comments:

18. Your package has now been submitted for pre-review by the VA Research Administration, Information Security and Privacy Offices. Once all reviews have been completed you will be notified by the system. You should then edit your IRB submission documents based on any feedback given in these reviews and submit your project for IRB review and approval.

19. **Note**, if the IRB you will be submitting to utilizes the IRBNet system (VA CIRB or WCG IRB), we will unlock the package so you can upload the revised documents to your IRBNet package. Instructions for that process can be found [here](#).

If you have any questions about this submission process please reach out to [Mary.Medbery@va.gov](mailto:Mary.Medbery@va.gov) and [Jennifer.Whelan@va.gov](mailto:Jennifer.Whelan@va.gov).