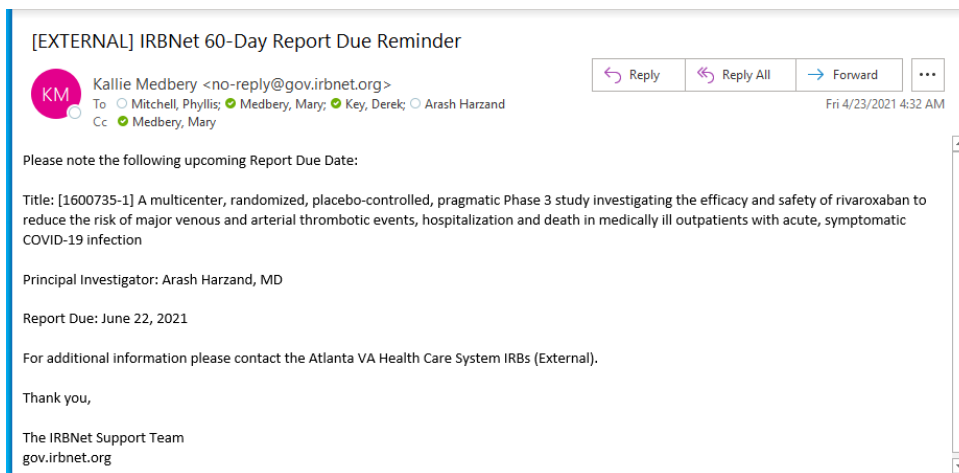


Submitting an R&D Renewal or Close Out

Projects under the sole oversight of the R&D Committee require an annual renewal form to be submitted in IRBNet. Additionally, all projects must submit a close out form to the R&D Committee when all work is complete and the project is ready to be closed. This guide will walk you through that process.

1. Any time you have a project that is coming up on renewal with the R&D Committee, you will receive an email from the IRBNet system notifying you of the upcoming renewal. It will look like this:

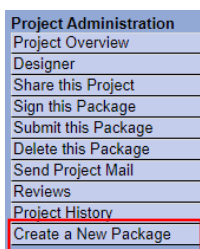


2. Upon receipt of one these emails, visit <https://gov.irbnet.org/release/index.html> and login with your username and password
3. Choose “My Projects” from the left-hand menu. You should now see a list of your projects. Click the project title of the study which requires renewal:

[Create and Manage Tags](#) | [Show Archived Projects \(6\)](#) | [Project Status View](#)

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
1604351-1	Example Study	Doe	New Project	Pending Review	

4. Once you are in the study, click the **Create a New Package** button in the **Project Administration** Menu on the left:



5. This will bring you to the **Designer** page of the package. Here, you can download the R&D Renewal/Close Out from the **Atlanta VA Health Care System R&DC library**:

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:

6. Once you've downloaded and completed the form, click the **Attach New Document** button to add the completed form to the package.

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?)

7. **For close outs only**, if this project has just closed with the IRB as well, please attach the IRB close out letter and close out summary (if you have one) to the package as well.
8. Once all documents are attached, click the **Sign this Package** button from the left-hand **Project Administration** menu. If you are the PI, sign as the investigator. If you are signing on behalf of the PI, sign in Designee Mode:

[1604351-2] 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](#).

- Next, click the **Submit this Package** button from the left-hand **Project Administration** menu. Choose **Atlanta VA Health Care System Research Administration** from the Select a Board options and press Continue.
- On the next screen, choose Closure/Final Report (for close outs) or Continuing Review/Progress Report (for renewals) from the **Submission Type** drop down. In the comments field, enter some notes about the submission (some sample text is included in the image below).

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

- Key, Derek
- Laracuate, Antonio
- Medbery, Kallie
- Whelan, Jennifer

Submission Type: * Continuing Review/Progress Report

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

Your Comments:

This is the 2021 R&D annual renewal for the EXAMPLE study.
OR
This is the final R&D close out for the EXAMPLE study. This study has also closed with the XYZ IRB.

Submit Cancel

- Once you press submit, the package will be routed to the Research Admin board for review by the research office. If edits are needed, the package will be unlocked for edits and you will be notified of changes needed through IRBNet. If everything is good to go, you will receive a notice that the package has been forwarded to the R&DC Board for review and approval.

If you have any questions about this process, please reach out to Mary.Medbery@va.gov