

## **Instructions for Adding the VA Central IRB as an IRB of Record to Local VA Facility FWA and for Updating an FWA and/or Renewing the Memorandum of Understanding (MOU)**

***Please follow these steps to add the VA Central IRB as one of your IRBs of Record:***

1. Amend your FWA on-line at <http://ohrp.cit.nih.gov/efile/> using the FWA update function and follow the instructions.
2. Add the VA Central IRB as an additional IRB of Record. The VA Central IRB is registered as IRB00006332 Veterans Health Administration Central Office IRB #1 in the OHRP database of registered IRBs.
3. Contact Priscilla Craig in the Office of Research Oversight (ORO) by phone (202-266-4572) or e-mail ([Priscilla.craig@va.gov](mailto:Priscilla.craig@va.gov)) to let her know it is ready for review and approval by ORO.
4. After ORO completes its review, Priscilla Craig, will notify the local VA facility to go on-line to “verify and submit” the update. **Do not** submit the FWA update until it has been reviewed and approved by ORO.
5. Once the update is submitted, print a hard copy for signature of the local Institutional Official (IO), who is the Medical Center Director.
6. At the same time you print the hard copy of the updated FWA, prepare the Memorandum of Understanding (MOU). Use the “Find and Replace” function of Microsoft Word to substitute the phrase in the MOU {Name of local VA facility} with your local VA facility name. Be sure and include the parentheses in the “Find and Replace” text.
7. Print a hard copy of the MOU and proof the document to ensure that the “Find and Replace” function worked appropriately and that the pagination is acceptable. You may have to add line spaces or correct any formatting issues that arose during the wording replacement.
8. Send the hard copies of the updated FWA, the MOU, and the VA Addendum, which is found on the ORO website) to the local VA Facility Director for signature.
9. After signature of the VA Facility Director, the Network Director review all three documents and sign the MOU and the VA Addendum.
10. After the Network Director’s signature has been obtained, send the signed FWA and VA Addendum to ORO by fax at 202-495-5978 or preferably, e-mail a PDF of the documents to [Priscilla.craig@va.gov](mailto:Priscilla.craig@va.gov).
11. Send the MOU via express mail (do not use regular US Postal Service mail) to the following address:

VA Central IRB  
Office of Research and Development (10P9P)  
810 Vermont Ave, NW  
Washington, DC 20420

12. Upon receipt of the MOU, the VA Central IRB staff will obtain the signature of the Director, Program for Research Integrity Development and Education (PRIDE), who has been delegated signature authority by the VHA Central Office IO.

13. After signature of the Director, PRIDE, the MOU will go into effect. A copy will be forwarded by the VA Central IRB administrative staff to both ORO and the local VA facility.

***All MOUs must be renewed upon appointment of a new local facility Institutional Official. Just follow the steps above to update the FWA and submit a new MOU with the new local IO's and VISN Director's signature. You just will not need to add the VA Central IRB as an IRB of Record since it should already be listed on your FWA.***

***MOUs are approved for a period of three years and must be renewed at the three year point. If a local facility Institutional Official changes any time during that period and a new MOU was submitted at that time, a new three year approval period will be in effect. You will receive a notice from the VA Central IRB Administration Office at least 60 days prior to the expiration date of the MOU. Please follow the above instructions for renewing the MOU starting with number 6, except that the FWA and VA Addendum will not need to be updated unless they are otherwise due to expire as well.***

***Any questions concerning this process can be addressed to the VA Central IRB Administrator at 202-443-5649 or [va.central.irb@va.gov](mailto:va.central.irb@va.gov).***