



# ORPP&E Standard Form Library Access Instructions

VA



U.S. Department of Veterans Affairs  
Veterans Health Administration



Choose VA

# ORPP&E Standard Form Library Access Instructions

## Purpose

The purpose of this guide is to help users navigate the local VA Medical Center library within IRBNet ([gov.irbnet.org](http://gov.irbnet.org)), as well as the Office of Research Protections, Policy, and Education (ORPP&E) Standard Form Library housed in IRBNet and the VAIRRS SharePoint.

## IRBNet Libraries

All IRBNet users have access to the following libraries:

- Standard ORPP&E library
- VA Central IRB (CIRB) library
- Your local VAMC library

## IRBNet Library Navigation

Once a library is selected, the documents available to the user in that specific library will be shown in the “Select a Document” drop-down menu. For example, if users want to view available documents in your local institution’s library, select the desired library in the “Select a Library” drop-down menu, choose the desired document in the “Select a Document” drop-down menu and click “Download.” To ensure full functionality of the downloaded document, it is recommended that users open in the app versus in the browser. Please note that the revision date in the document footer represents the date the document was last modified by the VAIRRS Support Team.

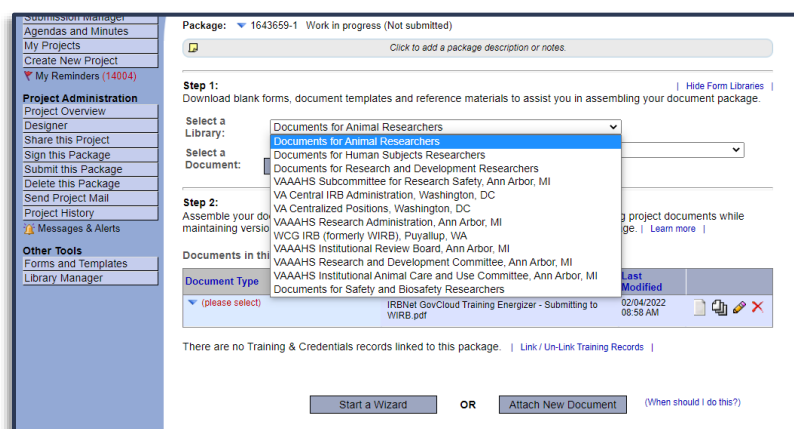


Figure 1. Screenshot of all libraries available to all IRBNet users. Once a library is selected, the user will have access to all documents in that library in the subsequent drop-down menu.

**All available IRBNet libraries fall into the following categories:**

**ORPP&E Standard Form Library**

- Documents for Animal Researchers
- Documents for Animal Committee Members
- Documents for Human Subjects Researchers
- Documents for Human Subjects Committee Members
- Documents for Research and Development Researchers
- Documents for Research and Development Committee Members
- Documents for Safety and Biosafety Researchers
- Documents for Safety and Biosafety Committee Members

Please note that users are only able to view sub-libraries listed that align with their role in IRBNet. However, all the sub-libraries listed above are accessible within the ORPP&E Standard Form Library complement housed within the [VAIRRS SharePoint](#).

Within these sub-libraries, documents are saved using the number and letter system outlined in the tables below. All other documents are saved in alphabetical order. Documents within the VAIRRS SharePoint and IRBNet utilize the same number and letter naming convention.

Any questions related to ORPP&E Standard Form Library documents may be submitted to [VAIRRS@va.gov](mailto:VAIRRS@va.gov)

No.	Committee/Subcommittee
1.0	Feasibility, Alignment, and Scientific Review (FASR)
2.0	Determinations
3.0	Research and Development Committee (RDC)
4.0	Institutional Biosafety Committee (IBC)
5.0	Institutional Animal Care and Use Committee (IACUC)
6.0	Subcommittee on Research Safety and Security (SRSS)
7.0	Institutional Review Board (IRB)
10.0	Project Cover Sheet (PCS) Wizard
11.0	IRB Information Sheet Wizard

*Table 1. Numbering system utilized within the ORPP&E Standard Form Library within IRBNet and the VAIRRS SharePoint.*

Letter	Type of Form
A	Documents for Applicants, Researchers and/or Study Team Members
R	Documents for Reviewers, Committee Members and/or Administrators
L	Letter Templates for Reviewers, Committee Members and/or Administrators
W	Wizard Templates <i>*These templates are PDF print outs of the wizard logic in IRBNet. Please note that these logic templates are not available for download in IRBNet. They are only available within the VAIRRS SharePoint.</i>

*Table 2. Lettering system utilized within the ORPP&E Standard Form Library within IRBNet and the VAIRRS SharePoint.*

**CIRB Library**

- VA Central IRB Administration

**ORD Library**

- VA Centralized Positions
- BLR&D Eligibility (not active)
- ORD Publications Notification (not active)

**External IRBs**

- WCG IRB (formerly WIRB)

**Local VAMC Library**

VA users may access the local VAMC library for each institution to which you have affiliated your IRBNet account. For example, Ann Arbor VA Medical Center local libraries are only available to investigators affiliated with Ann Arbor. You may add or remove VAMC affiliations in the User Profile section. A user can have multiple affiliations.

Any questions related to local documents should be directed to your local research office.

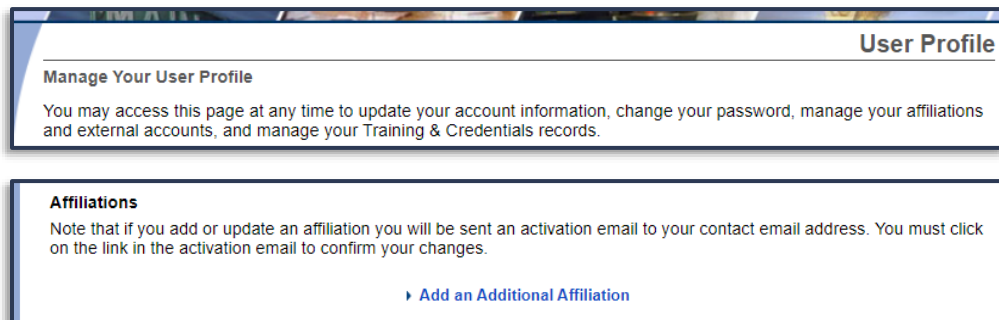


Figure 2. Screenshots of the User Profile page in IRBNet.

**SharePoint Library**

The ORPP&E Standard Form Library housed within the [VAIRRS SharePoint](#) is a mirrored reflection of the Standard Form Library in IRBNet managed by the VAIRRS Support Team.

This library was created to serve as a supplemental repository outside of the IRBNet environment. Some of the documents within the library are templates and/or pre-populated examples. If users want to reference the ‘clean’ version of a particular form or letter template, they should defer to the Standard Form Library in IRBNet.

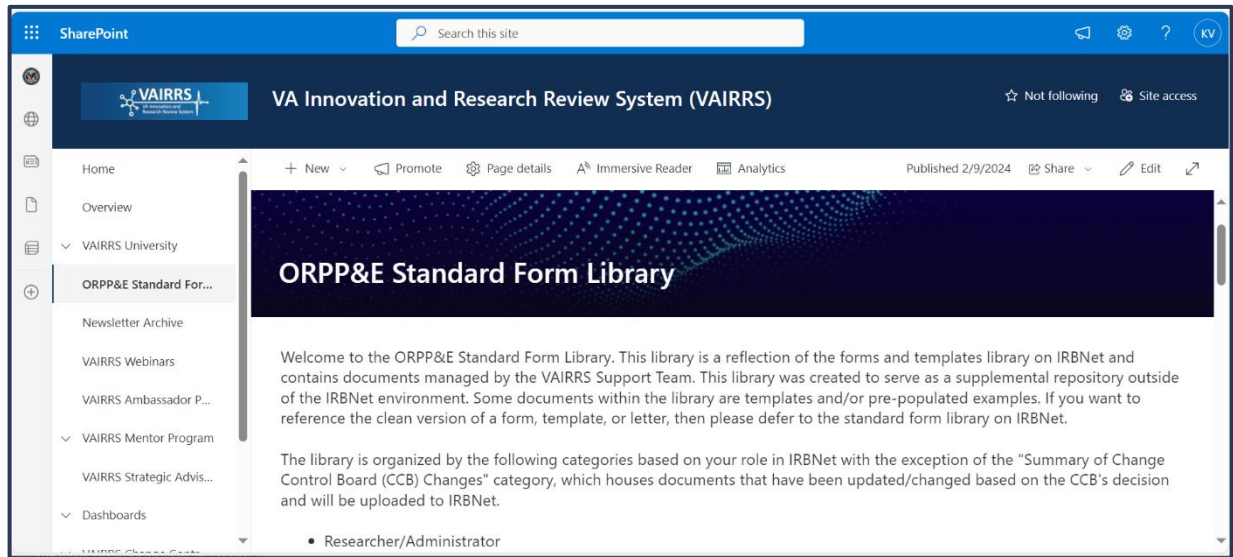


Figure 3. Screenshot of the ORPP&E Standard Form Library homepage within the VAIRRS SharePoint.

## SharePoint Library Navigation

The library is organized into the following categories based on a user’s role in IRBNet with the exception of the “Summary of Change Control Board (CCB) Changes” category, which houses documents that have been updated based on the CCB’s decision and will be uploaded into IRBNet.

- Researcher/Administrator
- Committee Member/Reviewer
- Summary of CCB Changes

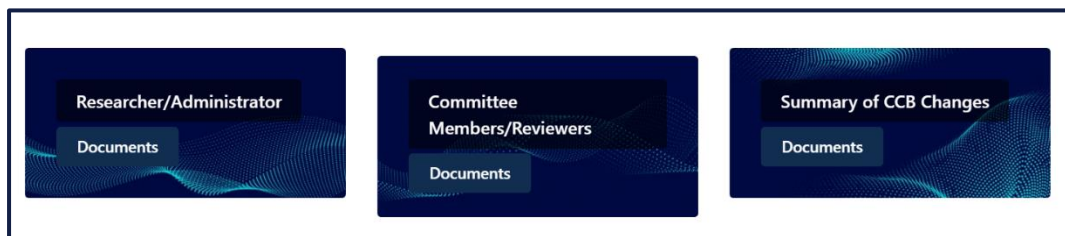


Figure 4. Screenshot of the ORPP&E Standard Form Library categories within the VAIRRS SharePoint.

Once users have selected a category, they will find documents segmented into three folders: (1) **Forms & Templates**; (2) **Letters**; and (3) **Additional Documents**. Within these folders, documents are saved using the number and letter system outlined in the tables below. All other documents are saved in alphabetical order. Documents within the VAIRRS SharePoint and IRBNet utilize the same number and letter naming convention.

No.	Committee/Subcommittee
1.0	Feasibility, Alignment, and Scientific Review (FASR)
2.0	Determinations
3.0	Research and Development Committee (RDC)
4.0	Institutional Biosafety Committee (IBC)
5.0	Institutional Animal Care and Use Committee (IACUC)
6.0	Subcommittee on Research Safety and Security (SRSS)
7.0	Institutional Review Board (IRB)
10.0	Project Cover Sheet Wizard
11.0	IRB Information Sheet Wizard

Table 1. Numbering system utilized within the ORPP&E Standard Form Library within IRBNet and the VAIRRS SharePoint.

Letter	Type of Form
A	Documents for Applicants, Researchers and/or Study Team Members
R	Documents for Reviewers, Committee Members and/or Administrators
L	Letter Templates for Reviewers, Committee Members and/or Administrators
W	Wizard Templates *These documents are print outs and/or copies of the wizard logic in IRBNet

Table 2. Lettering system utilized within the ORPP&E Standard Form Library within IRBNet and the VAIRRS SharePoint.

To **view** a document, click on the ellipsis next to the document name, select “Open” and “Open in App”. To ensure full functionality of documents, it is recommended that users open in the app (versus in the browser).

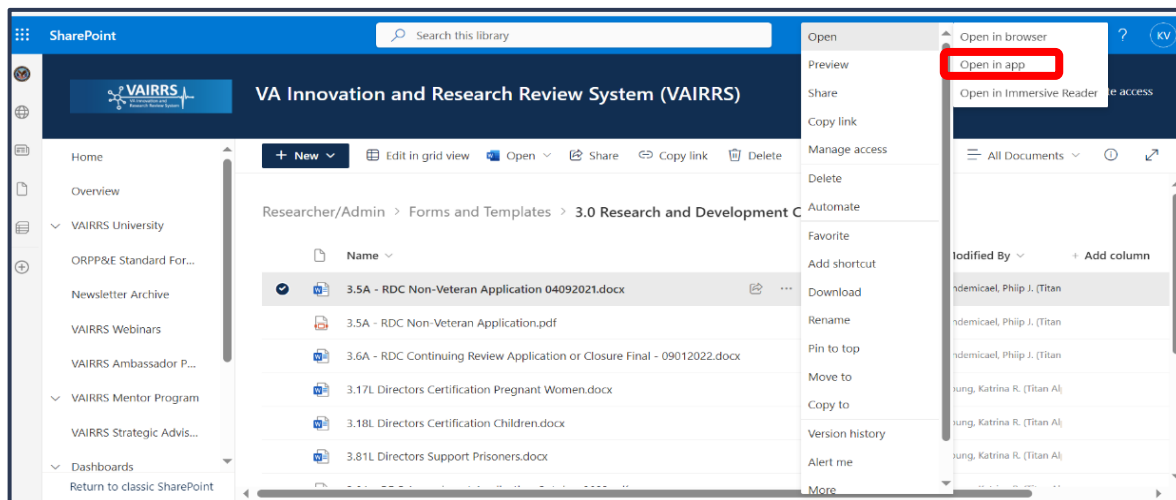


Figure 5. Screenshot illustrating the steps involved in opening a document within the VAIRRS SharePoint

To **download** a document, click on the ellipsis next to the document name and select “Download”.

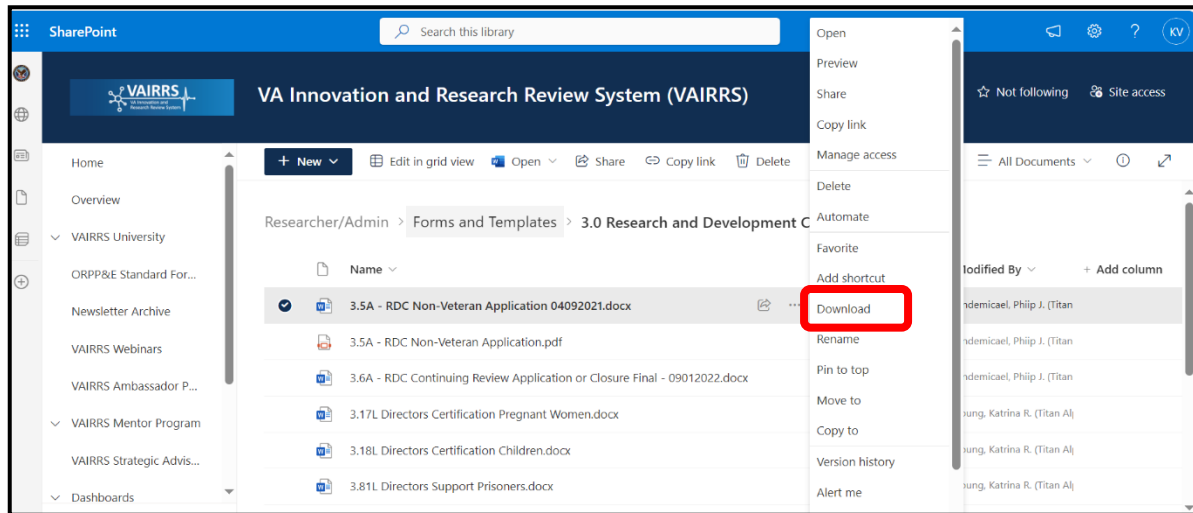


Figure 6. Screenshot illustrating the steps involved in downloading a document from the VAIRRS SharePoint

Please note that the revision date in the document title, as well as the footer, represents the date the document was last modified by the VAIRRS Support Team.

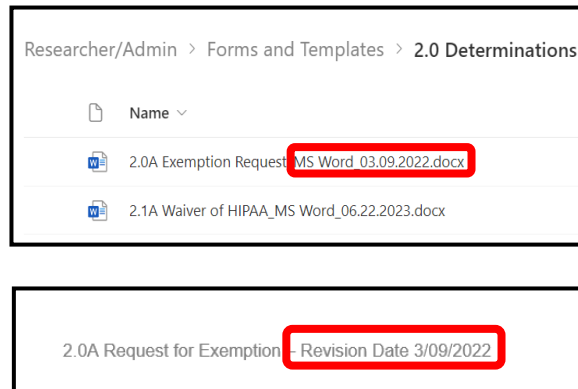


Figure 7. Screenshot illustrating the revision date located in the document title, as well as the footer.