November Webinar

Question & Answer

November 28, 2022

1. **How are submissions to the Central IRB or an external IRB handled at the VA Greater Los Angeles Healthcare System (GLA HCS)?**

   Submissions to the Central IRB or an external IRB are required to be submitted locally. The GLA HCS sends out monthly reminder emails for these submissions to the principal investigators (PIs) and study coordinators that are involved with the project. GLA HCS can also see when this requirement has not been met (i.e., a project is submitted to the Central IRB, but not locally) and rectify the issue by submitting the project locally. After a protocol has been reviewed and approved, the study team submits those documents locally, as well as their approval memo. That memo is then sent to the research and development committee (R&DC) for acknowledgement.

2. **How did the GLA HCS start the SQL database referenced in this presentation?**

   The GLA HCS already had an SQL server on site for various purposes. Cody Knight (the presenter in this webinar) contacted the IT manager in charge of the server who created a database that allowed Cody Knight access and gave him permissions to build it out further.

3. **What challenges do new researchers/study coordinators face at the GLA HCS? What advice would the GLA HCS have for someone just starting out in IRBNet?**

   The most common mistake new researchers make at the GLA HCS is creating a new "project" within IRBNet when they mean to create a new "package."

   As part of the onboarding process, when a new researcher joins the GLA HCS, Cody Knight meets with them one-on-one to provide a general overview of the system. He is also available to provide assistance if they have any questions or run into any issues. Although the GLA HCS has IRBNet training resources available, they've found these one-on-one sessions to be more beneficial as it provides an opportunity to get to know the researcher, their learning style, level of proficiency within the IRBNet system and tailor the provided information accordingly.

4. **Does the GLA HCS use the VAIRRS Field Staff Reporting Dashboard? Does the GLA HCS put the data from the Field Staff Reporting Dashboard into SQL?**

   The GLA HCS does not currently utilize the VAIRRS Field Staff Reporting Dashboard. The site found that some of the data was presented incorrectly or was inaccurate. Because of this, they created their own custom reports using the SQL database mentioned during the presentation. The VAIRRS Field Staff Reporting Dashboard has gone through an evolution and the Dashboarding Team has worked to address those issues that deterred the GLA HCS from utilizing the dashboard. So, for any sites watching this presentation, VAIRRS encourages you to look at the latest release of the Field Staff Reporting Dashboard.

The insight reports that the GLA HCS uses to populate their SQL database are the same data source used for the Field Staff Reporting Dashboard.

You can request access to your facility's dashboard [here](#).

Reminder: Once you are granted access, please access using this [link](#).

5. **How often is the data within the VAIRRS Field Staff Reporting Dashboard updated? Can the Field Staff Reporting Dashboard serve a similar function as the SQL database discussed during this presentation?**

   The VAIRRS Field Staff Reporting Dashboard is updated weekly. VAIRRS receives updated data every Sunday that is then populated into the dashboard.

   The dashboards are not necessarily set up to serve the same purpose as the referenced SQL database. For example, the queries and scripts generated for the SQL database are on the back end within the dashboard environment. They are not user-facing.

   If a facility is interested in seeing additional data, or a different way to present the data, incorporated into the Field Staff Reporting Dashboard, they can email that feedback to the VAIRRS Support Team at VAIRRS@va.gov.

6. **How does the GLA HCS handle when a project is entered twice?**

   At the GLA HCS, whoever is responsible for rectifying the duplication follows these steps:

   1. Request to be added to the project.

   2. Once added, remove all other study personnel from the project.

   3. Set the project status and the internal reference number in the administration workspace as "withdrawn." (This prevents the duplicate project from showing up on anyone's *My Project* list. Now, anytime a report is run, anything with a status of "withdrawn" in the administration workspace will be excluded.)

   4. Place the project on an old agenda. (GLA HCS utilizes an agenda created in the 1990s as a "trash can" to place duplicate projects.)

7. **How does the GLA HCS navigate a PI change within IRBNet?**

   A PI change would require a modification to be submitted. As part of that modification, the individual responsible for making this change uses the following steps:

   1. Create a new package.

   2. Update the Project Cover Sheet wizard and any other documents that need to be revised.

   3. Update the PI name information field within IRBNet with the new PI's information.

   4. Share the project with the new PI and remove the old PI.

5. Submit the new package to respective committees (e.g., IRB) for review and approval, and then to the R&DC for final approval.

8. **Does the GLA HCS have any tips for a situation in which the PI of a project leaves and another PI takes over?**

At the GLA HCS, this is dealt with on a case-by-case basis. Sometimes when a PI leaves, the study is shut down. However, in most cases, a PI leaving and another one taking over constitutes a typical PI change (see the steps outlined in the previous response).

9. **Is it acceptable to store VAIRRS forms in local libraries?**

Although VAIRRS may not sponsor the practice, they understand that a station should do what works best for their investigators. It's certainly not the intended use and creates more work for the local research office, but VAIRRS understands that it can be difficult to navigate between multiple libraries. The VAIRRS Support Team produced the [IRBNet Library Access Instructions User Guide](#) to assist investigators in learning how to navigate between the different libraries.

10. **Would VAIRRS consider creating alias links to forms within the VAIRRS library so that sites can store them in their local library?**

VAIRRS does not have the ability to create form aliases that can then be stored in a local library. This would constitute an IRBNet modification.