**VA Central IRB**

**PI/SC and LSI Exempt Project Submission Process**

**PI/SC Creates New Project in IRBNet**
- PI/SC compiles Exempt submission documents in package -1 and submits to local Research Administration.
- After local Research Administration review is complete, the Request for Exemption is submitted to the VA CIRB.
  - This can be done 1 of 2 ways:
    - **Option 1:** Local Research Administration submits package -1 to VA CIRB on behalf of researcher.
    - **Option 2:** Researcher creates and submits a new package (2) to the VA CIRB.
  - If PI/SC receives no revisions, PI/SC follows VA and local R&D Committee policies to obtain final approvals at local Research Administration.
  - PI/SC shares project with the LSI(s) in IRBNet utilizing the “Multi-Site” function.
- LSI receives notification from PI/SC.

**LSI opens New Project in IRBNet (shared by PI/SC)**
- LSI compiles Exempt submission documents in package -1 and submits to local Research Administration.
- After local Research Administration review is complete, project is submitted to the VA CIRB.
  - This can be done 1 of 2 ways:
    - **Option 1:** Local Research Administration submits package -1 to VA CIRB on behalf of researcher.
    - **Option 2:** Researcher creates and submits a new package (2) to the VA CIRB.
  - If LSI receives no revisions, LSI follows VA and local R&D Committee policies to obtain final approvals at local Research Administration.
  - LSI can start Exempt Project.

**VA CIRB**
- VA CIRB reviews the PI/SC Request for Exemption.
  - If revisions / clarification is required, PI/SC responds to VA CIRB revisions / provides clarification.
  - If VA CIRB makes an Exempt Determination, PI/SC follows VA and local R&D Committee policies to obtain final approvals at local Research Administration.
- VA CIRB approves the project as Exempt with Limited IRB Review.
- LSI follows VA and local R&D Committee policies to obtain final approvals at local Research Administration.

**NOTE:** Local accountability occurs throughout the VA CIRB review process.

**Roles and Responsibilities**
- **Principal Investigator/Study Chair (PI/SC)**
- **Local Site Investigator (LSI)**
- **VA Central IRB (VA CIRB)**