

VA Central IRB Information Sheet: Local Site Liaisons



A VA Central IRB Local Site Liaison is appointed by a VA facility's Medical Center Director (for Panel 1 and 2 only) and serves as a major point of contact between the VA CIRB and the local facility R&D Service. The Local Site Liaison assists the VA Central IRB in facilitating its oversight, compliance, and monitoring functions as they pertain to VA Central IRB-approved studies conducted at the Liaison's site. A listing of VA CIRB Liaisons at each of the facilities using the VA CIRB as an IRB of Record will be maintained and will be reviewed and updated at least bi-annually.

Section 1: VA Central IRB Local Site Liaison

1. Serves as a major point of contact at a site for the VA Central IRB concerning local site issues.
2. Assists other local research office personnel in accessing study documents in IRBNet/VAIRRS.
3. Assists the VA Central IRB by performing initial review functions per the MOU (if assigned by local procedures) and in relaying any needed information (e.g., FCOI management plans) to the VA Central IRB.
4. Makes local site records available to the VA Central IRB as required to facilitate its oversight, compliance, and monitoring functions.
5. Informs the VA Central IRB of actions taken by the local site involving any restriction, suspension, or termination of research privileges involving the Local Site Investigator or other research team members associated with a VA Central IRB-approved project.
6. Provides feedback to the VA Central IRB on its operations (including our efficiency and effectiveness as part of our continuous quality improvement process).
7. Ensure the VA Central IRB is included in the local site annual HRPP review.
8. Informs the VA Central IRB when personnel designated to perform functions per the MOU or other local research office personnel change.
9. Facilitates communication with the VA Central IRB when issues are raised during the local research office feasibility review of new submissions, including information about local policies or state or local laws that are relevant to the IRBs review.
10. Collaborates with research office if assigned to ascertain the acceptability of proposed research in terms of the local facility's research goals and objectives, and the commitment and capability of local VA facilities to perform the research or communicates this information back to the VA Central IRB.
11. Ensures that RCO(s) and local research pharmacy personnel have necessary access to the projects overseen by the VA Central IRB in IRBNet.

Section 2: VA Central IRB

1. Ensures access to VA Central IRB records as needed to local site officials for compliance monitoring or other oversight obligations. This includes:
 - a. VA Central IRB minutes
 - b. VA Central IRB Table of Reporting Requirements
 - c. VA Central IRB Membership Rosters
 - d. VA Central IRB MOU with the facility
2. Responds in a timely manner to any audit reports or other findings involving the operations of the VA Central IRB.
3. Provides input or information as requested to a local site request for information concerning the annual review of its HRPP (or its accreditation/re-accreditation process) and notifies Site Liaisons when the VHA Central Office HRPP annual report is posted to SharePoint.
4. Notifies Site Liaisons when there are changes in VA Central IRB policies and procedures directly affecting the local sites.

For questions or concerns, please contact the VA Central IRB at 877-254-3130 or at VACentralIRB@va.gov