

# ORPP&E Standard Form Library Access Instructions









## **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), 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.

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My Projects		Click to add a package description or notes				
Create New Project	-					
Y My Reminders (14004)						
	Step 1:		Hide Form Libraries			
Project Administration	Download blank fo	rms, document templates and reference materials to assist you in asser	mbling your document package.			
Project Overview	Select a		_			
Designer	Library:	Documents for Animal Researchers	~			
Share this Project		Documents for Animal Researchers				
Sign this Package	Select a	Documents for Human Subjects Researchers	•			
Submit this Package	Document:	Documents for Research and Development Researchers				
Delete this Package		VAAAHS Subcommittee for Research Safety, Ann Arbor, MI				
Send Project Mail	Sten 2:	VA Central IRB Administration, Washington, DC				
Project History	Assemble your do	VA Centralized Positions, Washington, DC	g project documents while			
Messages & Alerts	maintaining versio	VAAAHS Research Administration, Ann Arbor, MI				
4		WCG IRB (formerly WIRB), Puyallup, WA	3			
Other Tools	Documents in thi	VAAAHS Institutional Review Board, Ann Arbor, MI				
Forms and Templates		VAAAHS Research and Development Committee, Ann Arbor, MI				
Library Manager	Document Type	VAAAHS Institutional Animal Care and Use Committee, Ann Arbor, MI	Last			
		Documents for Safety and Biosafety Researchers	woamea			
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		WIRE.pdf	00.30 AM			
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		Start a Wizard OR Attach New Documer	nt (When should I do this?)			

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 <u>VAIRRS SharePoint</u>.

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

No.	Committee/Subcommittee	
1.0	Feasibility, Alignment, and Scientific Review (FASR)	
2.0	.0 Determinations	
3.0	3.0 Research and Development Committee (RDC)	
4.0	4.0 Institutional Biosafety Committee (IBC)	
5.0	.0 Institutional Animal Care and Use Committee (IACUC)	
6.0	6.0 Subcommittee on Research Safety and Security (SRSS)	
7.0	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				
А	Documents for Applicants, Researchers and/or Study Team Members				
R	R Documents for Reviewers, Committee Members and/or Administrators				
L	Letter Templates for Reviewers, Committee Members and/or Administrators				
W	W Wizard Templates				
	*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.				

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 <u>VAIRRS SharePoint</u> 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.

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	VAIRRS Webinars	Welcome to the ORPP&E Standard Form Library. This library is a reflection of the for contains documents managed by the VAIRRS Support Team. This library was created	ms and templates library on IRBNet to serve as a supplemental reposito	and prv outside
	VAIRRS Ambassador P	of the IRBNet environment. Some documents within the library are templates and/or reference the clean version of a form, template, or letter, then please defer to the sta	r pre-populated examples. If you wa andard form library on IRBNet.	int to
	✓ VAIRRS Mentor Program			
	VAIRRS Strategic Advis	The library is organized by the following categories based on your role in IRBNet wit Control Board (CCB) Changes" category, which houses documents that have been up and the product the IDPN category.	h the exception of the "Summary of odated/changed based on the CCB's	Change decision
	✓ Dashboards	and will be uploaded to IKBINET.		
		<ul> <li>Researcher/Administrator</li> </ul>		*

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

	Researcher/Administrator	Committee	Summary of CCB Changes
in the second	Documents	Members/Reviewers	Documents
Glanne		Documents	

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	3.0 Research and Development Committee (RDC)		
4.0	4.0 Institutional Biosafety Committee (IBC)		
5.0	0 Institutional Animal Care and Use Committee (IACUC)		
6.0	6.0 Subcommittee on Research Safety and Security (SRSS)		
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W	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).

	SharePoint	Search this library	Open	Open in browser ? (***
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œ			Copy link	
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ß	Overview		Delete	-
	orenew	Researcher/Admin > Forms and Templates > 3.0 Research and Development (	C Automate	
€	VAIRRS University		Favorite	
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	Return to classic SharePoint		More	▼

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".

	Sh	arePoint				Search this library	Open	•	2		с (кv
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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.

Researcher,	/Admin > Forms and Templates > 2.0 Determinations
ß	Name $\vee$
	2.0A Exemption Request MS Word 03.09.2022.docx
	2.1A Waiver of HIPAA_MS Word_06.22.2023.docx
2.0A R	equest for Exemption - Revision Date 3/09/2022

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