

**North Florida/South Georgia Veterans Health System  
Subcommittee on Research Safety (SRS)  
Submission Guide**

2024 SRS meeting schedule and submission deadline:

2024 meeting schedule (3rd Thursday of each month)											
1/18/2024	2/15/2024	3/21/2024	4/18/2024	5/16/2024	6/20/2024	7/18/2024	8/15/2024	9/14/2024	10/17/2024	11/21/2024	12/19/2024

2024 Submission deadline (1st Thursday of each month)											
1/4/2024	2/1/2024	3/7/2024	4/4/2024	5/2/2024	6/6/2024	7/3/2024*	8/1/2024	9/5/2024	10/3/2024	11/7/2024	12/5/2024

**SRS meetings are held on the 3<sup>rd</sup> Thursday of every month. For each meeting, the deadline for IRBNet package submissions is close of business on the 1<sup>st</sup> Thursday of the month. If the 1<sup>st</sup> Thursday falls on a holiday, the Wednesday before the 1<sup>st</sup> Thursday will be the submission deadline.**

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**\*Training** for all study personnel must be up-to-date and available in IRBNet. Study team members should have CITI profile linked to their IRBNet user profile and have the project shared with them. [Any required VA TMS courses must be uploaded to the Users IRBNet profile.](#)

**\*PERSONNEL:** To be approved to be added/included in a VA Research Study on VA time or on VA Property, all personnel must have a VA appointment (including full and part-time employees, without compensation (WOC) employees, and individuals appointed or detailed to VA under Intergovernmental Personnel Act (IPA).) \*

**†Financial Conflict of Interest (fCOI)** disclosures are required to be submitted at initial submission and annually by the PI and all Co-Investigators on a study. fCOIs MUST be submitted in its own IRBNet package to the NF/SGVHS Conflict of Interest Board. Detailed instructions are located on the Research Service webpage under “Conflict of Interest: Submission Instructions”: <https://www.nffre-research.org/va-research-resources>

**§ERDSP** form is only required to be submitted with an SRS package for **bench studies**. For projects with an IRB or VA IACUC component, an ERDSP will be attached to packages submitted for those committees.

**Initial Submission\*** Some human/clinical research studies will not require a submission to the Subcommittee for Research Safety. Please see the determination guidance provided on the HRPP cover sheet.

Required	Location
1. SRS Cover Sheet 2. Safety Evaluation 3. Abstract 4. ERDSP Form <span style="color: green;">§</span> <i>bench studies only</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers
5. CEOSH Chemical Inventory <ul style="list-style-type: none"> <li>• See <a href="#">Safety Evaluation</a> section 6 for details</li> </ul>	Link to CEOSH: <a href="http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service">http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service</a>
6. UF Institutional Biosafety Committee (IBC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> <li>• See <a href="#">Safety Evaluation</a> section 5 for details</li> </ul> 7. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> <li>• See <a href="#">Safety Evaluation</a> section 8 for details</li> </ul>	Provided by the corresponding subcommittee
8. Financial Conflict of Interest (fCOI) Disclosure <span style="color: green;">†</span>	IRBNet > My COI

**Amendment – Personnel Change ONLY\***

Without compensation (WOC) personnel being added to projects have a current WOC appointment

Required	Location
1. SRS Cover Sheet	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers
2. ERDSP Form§ <i>bench studies only</i>	

**Amendment/Significant Change** (includes change of PI)

Required	Location
1. Updated SRS Cover Sheet 2. SRS Amendment Form 3. Updated Abstract 4. Updated Safety Evaluation VA Form 10-0398 <i>Only if changes affect safety evaluation</i> 5. ERDSP Form§ <i>bench studies only</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers
6. CEOSH Chemical Inventory <i>Only if changes involve updates to the chemical inventory</i> • See <u>Safety Evaluation</u> section 6 for details	Link to CEOSH: <a href="http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service">http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service</a>
9. UF Institutional Biosafety Committee (IBC) approval letter <i>if applicable</i> • See <u>Safety Evaluation</u> section 5 for details 10. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> • See <u>Safety Evaluation</u> section 8 for details	Provided by the corresponding subcommittee
11. Financial Conflict of Interest (fCOI) Disclosure†	IRBNet > My COI

**Annual Renewal\***

Required	Location
1. Updated SRS Cover Sheet 2. Request for Annual Continuing Safety Review 3. Updated Abstract 4. Updated Safety Evaluation VA Form 10-0398 <i>Only if changes effect the safety evaluation</i> 5. ERDSP Form§ <i>bench studies only</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers
• CEOSH Chemical Inventory <i>Only if changes involve updates to the chemical inventory</i> • See <u>Safety Evaluation</u> section 6 for details	Link to CEOSH: <a href="http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service">http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service</a>
6. UF Institutional Biosafety Committee (IBC) approval letter <i>if applicable</i> • See <u>Safety Evaluation</u> section 5 for details 7. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> • See <u>Safety Evaluation</u> section 8 for details	Provided by the corresponding subcommittee
8. Financial Conflict of Interest (fCOI) Disclosure†	IRBNet > My COI

**Study Closure**

Required	Location
1. Updated SRS Cover Sheet 2. SRS Request for Continuing Review or Study Closure <i>with boxes checked to indicate study closure</i> 3. Final Abstract 4. Any applicable IRB/IACUC study closure letters <i>if applicable</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers

