

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

2023 SRS meeting schedule and submission deadline:

2023 meeting schedule (3rd Thursday of each month)											
1/19/2023	2/16/2023	3/16/2023	4/20/2023	5/18/2023	6/15/2023	7/20/2023	8/17/2023	9/21/2023	10/19/2023	11/16/2023	12/21/2023

2023 Submission deadline (1st Thursday of each month)											
1/5/2023	2/2/2023	3/2/2023	4/6/2023	5/4/2023	6/1/2023	7/6/2023	8/3/2023	9/7/2023	10/5/2023	11/2/2023	12/7/2023

SRS meetings are held on the 3rd Thursday of every month. For each meeting, the deadline for IRBNet package submissions is close of business on the 1st Thursday of the month. If the 1st Thursday falls on a holiday, the Wednesday before the 1st 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.](#)

†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 § <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"> See Safety Evaluation section 6 for details 	Link to CEOSH: http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service
6. UF Institutional Biosafety Committee (IBC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> See Safety Evaluation section 5 for details 7. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> See Safety Evaluation section 8 for details 	Provided by the corresponding subcommittee
8. Financial Conflict of Interest (fCOI) Disclosure †	IRBNet > My COI

Amendment – Personnel Change ONLY*

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

Updated: 2023 1030

Amendment – Non-Personnel Changes

Required	Location
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 6. CEOSH Chemical Inventory <i>Only if changes involve updates to the chemical inventory</i> <ul style="list-style-type: none"> • See <u>Safety Evaluation</u> section 6 for details 	Link to CEOSH: http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service
<ol style="list-style-type: none"> 9. UF Institutional Biosafety Committee (IBC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> • See <u>Safety Evaluation</u> section 5 for details 10. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> • See <u>Safety Evaluation</u> section 8 for details 	Provided by the corresponding subcommittee
<ol style="list-style-type: none"> 11. Financial Conflict of Interest (fCOI) Disclosure† 	IRBNet > My COI

Annual Renewal*

Required	Location
<ol style="list-style-type: none"> 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
<ul style="list-style-type: none"> • 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: http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service
<ol style="list-style-type: none"> 6. UF Institutional Biosafety Committee (IBC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> • See <u>Safety Evaluation</u> section 5 for details 7. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> • See <u>Safety Evaluation</u> section 8 for details 	Provided by the corresponding subcommittee
<ol style="list-style-type: none"> 8. Financial Conflict of Interest (fCOI) Disclosure† 	IRBNet > My COI

Study Closure

Required	Location
<ol style="list-style-type: none"> 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