



U.S. Department of Veterans Affairs

North Florida / South Georgia Veterans Health System

NF/SGVHS Research Service

Training Guidance

Workflow for Researchers

Updated: 2/29/2024

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VERIFY TRAINING STATUS FOR YOUR STUDY TEAM AND LINKING TRAINING TO A SUBMISSION PACKAGE

Training for all study team members can be viewed in IRBNet when working with an unlocked package.

Note: If you want to check the training status of your team, but are not currently working on a package, you can open a package just for this specific purpose and then delete it when finished. First, open the desired Project in IRBNet. The menu on the left side of the screen has links to “Create a New Package” and to “Delete This Package”.

1. In “My Project”, open the package you are working in

Welcome to IRBNet
Tamara Truong

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 1 of 1

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
1734278-1	Aging with a Traumatic Brain Injury: Imp...	Clark	New Project	Pending Review	

2. After opening the package, click “Designer” (which is located on the Project Overview page or in the side panel under “Project Administration”).

Welcome to IRBNet
Tamara Truong

Project Administration

Designer

Project Overview

[1734278-1] Aging with a Traumatic Brain Injury: Implications for Balance Deficits and Fall Risk

You have Full access to this project. ([Edit](#))

Research Institution North Florida/South Georgia Veterans Health System, Gainesville, FL

Title Aging with a Traumatic Brain Injury: Implications for Balance Deficits and Fall Risk

Principal Investigator Clark, David

The documents for this project can be accessed from the **Designer**.

Project Status as of: 01/26/2023

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
NF/SGVHS Research Administration Members, Gainesville, FL		Pending Review	

Package 1734278-1 is: **Unlocked - Revisions Pending**

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
NF/SGVHS Research Administration Members, Gainesville, FL	01/26/2023	New Project	Pending Review	

Shared with the following users:

3. Scroll down until you see the link “Link / Unlink Training Records”

▼ HIPAA Consent/Authorization	10-0493 HIPAAAuthorization.pdf	01/26/2023 12:37 PM				
▼ Other	ERDSP_1_24.23.pdf	01/26/2023 12:36 PM				
▼ Other	VA 10-250_IRB202300003.pdf	01/26/2023 12:36 PM				
▼ Other	Data Management Access Plan.pdf	01/26/2023 12:37 PM				
▼ Other	myIRB_print_IRB202300003.pdf	01/26/2023 12:37 PM				
▼ Other	Phone Screen Script_Final.docx	01/26/2023 12:38 PM				
▼ Other	NF-SG_RDC Non-Veteran Application.docx	01/26/2023 12:38 PM				
▼ Other	Real_SSN_Access_Request(for Exempt& non-Exempt studies.pdf	01/26/2023 12:38 PM				
▼ Protocol	Protocol_IRB202300003.docx	01/26/2023 12:36 PM				
VA - IRB Information Sheet	VA - IRB Information Sheet	01/23/2023 06:28 AM				
VA - Project Cover Sheet	VA - Project Cover Sheet	01/23/2023 07:05 AM				

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

There are no COI Disclosures linked to this package. | [Link / Un-Link COI Disclosures](#) |

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

- You now have access to the list of all training completed for all persons with whom the project is shared. If you are working on a submission package (e.g., new study or revision), you can scroll through and click the checkboxes for the relevant training that you want linked to this package.
 - Only the most recent non-expired version of each relevant training should be linked to the package.
 - To determine which training is relevant, see the Appendix A: NF/SGVHS TRAINING REQUIREMENTS later in this document.
 - This is a good time to notify individuals on the study team who have not completed required training.
- Once all appropriate training is checked off, scroll to the bottom of the page and click “Save” to link these trainings to your package.

Link	User Name	Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Status	
<input type="checkbox"/>	Clark, David	697452.1	CITI - GCP Human Research	CITI Training CR#22401005: Group 106490-GCP, Stage 1-Basic		02/20/2017	02/20/2020	Rejected	
<input type="checkbox"/>	Clark, David	697459.1	CITI - GCP Human Research	CITI Training CR#3423460: Group 106490-GCP, Stage 2-Refresher		05/18/2020	05/18/2023	Accepted (via 834354)	
<input type="checkbox"/>	Clark, David	697441.3	CITI - VA Human Subjects Protection	CITI Training CR#7761207: Group 6153-VA Human Subjects Protection, Stage 1-Basic Course		06/29/2012	06/15/2014	Accepted	
<input type="checkbox"/>	Clark, David	697443.3	CITI - VA Human Subjects Protection	CITI Training CR#12701235: Group 6153-VA Human Subjects Protection, Stage 2-Refresher Course		06/16/2014	06/16/2017	Accepted	
<input type="checkbox"/>	Clark, David	697446.2	CITI - VA Human Subjects Protection	CITI Training CR#22643299: Group 6153-VA Human Subjects Protection, Stage 3-Refresher Course		05/26/2017	05/19/2020	Accepted	
<input checked="" type="checkbox"/>	Clark, David	697460.1	CITI - VA Human Subjects Protection	CITI Training CR#35562867: Group 6153-VA Human Subjects Protection, Stage 4-Refresher Course		05/20/2020	05/20/2023	Accepted (via 834354)	
<input checked="" type="checkbox"/>	Clark, David	697442.1	CITI - VA ORD Biosecurity	CITI Training CR#1158681: Group 13074-VA ORD Biosecurity Training, Stage 1-Basic Course		07/26/2007		Accepted (via 834354)	
<input type="checkbox"/>	Clark, David	598158.3	CV/Resume	CV - David J. Clark.pdf		01/18/2022	01/18/2023	Accepted (via 834354)	
<input type="checkbox"/>	Clark, David	581507.1	Other	CITI HSP Certificate expires 5.20.23		05/20/2020	05/20/2023	Accepted	
<input type="checkbox"/>	Clark, David	581508.1	Other	TMS Government Ethics		05/18/2020		Accepted	
<input type="checkbox"/>	Clark, David	697449.9	Other	CITI Training CR#49866901: Group 44482-Bloodborne Pathogens, Stage 1-Basic		09/24/2022	09/24/2023	Not Submitted	

[Save](#) [Cancel](#)

LINKING CITI ACCOUNT TO IRBNET USER PROFILE

Instructions for electronically linking your CITI account and IRBNet user profile are located on the Research Service webpage under “IRBNet/VAIRRS Tutorials for Researchers”:

<https://www.nffre-research.org/va-research-resources>

Note: CITI training from the University of Florida cannot be electronically linked to IRBNet. The researcher should log in to the CITI website and affiliate themselves with the VA under their existing CITI profile by clicking the “Add Affiliation” button and selecting Gainesville, FL-573. Then complete the VA-specific CITI training.

UPLOADING TRAINING CERTIFICATES TO IRBNET USER PROFILE

Do not upload CITI certificates (see instructions above for linking CITI training). For other training such as from the VA Talent Management System (TMS), instructions for uploading training certificates are located on the Research Service webpage under “IRBNet/VAIRRS Tutorials for Researchers”:

<https://www.nffre-research.org/va-research-resources>

APPENDIX A: NF/SGVHS TRAINING REQUIREMENTS

Talent Management System (TMS 2.0): <https://www.tms.va.gov/SecureAuth35/>

CITI Program: <https://about.citiprogram.org/> Please ensure that your CITI Program profile is linked to your IRBNet account. Instructions are located on the Research Service webpage under “IRBNet/VAIRRS Tutorials for Researchers”: <https://www.nffre-research.org/va-research-resources>

HUMAN RESEARCH STUDIES

Required For	Frequency	Training Name/Description	Method/Platform	Tracking Method	References
All research staff	Annual	Privacy and HIPAA Training	TMS 2.0	Upload certificate to IRBNet	VHA Directive 1605.01
All research staff involved with human studies (including R&DC board members)	Triennial	VA Human Subjects Protection	CITI Program	IRBNet	VA Office of Research & Development (ORD)
<i>Only for Staff responsible for collection, analysis, or handling of human biospecimens</i>	<i>Annual</i>	<i>Bloodborne Pathogens</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>VHA Directive 1200.08</i>
<i>Only for Staff responsible for shipping of human biospecimen</i>	<i>Biannual</i>	<i>Biohazard Shipping</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>VHA Directive 1200.08</i>
<i>Only for HRRP administrators and R&DC board members</i>	<i>Triennial</i>	<i>R&D Committee Members</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>Fulfills VHA Directive 1200.01(1) for R&D Committee members training</i>

ANIMAL RESEARCH STUDIES

Required For	Frequency	Training Name/Description	Method/Platform	Tracking Method	References
All research staff involved with animal studies	Triennial	Working with VA IACUC	CITI Program	IRBNet	Office of Research and Development (ORD)
<i>Only for Research staff involved in species-specific studies</i>		<i>Please contact the IACUC coordinator for list of required trainings</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>Office of Research and Development (ORD)</i>
<i>Only for Research staff involved with mouse studies</i>	<i>Triennial</i>	<i>Working with Mice</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>Office of Research and Development (ORD)</i>
<i>Only for Research staff involved with rat studies</i>	<i>Triennial</i>	<i>Working with Rats</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>Office of Research and Development (ORD)</i>
<i>Only for Research staff involved in surgical procedures of rodents (rats, mice)</i>	<i>Triennial</i>	<i>Post-Procedural Care of Rodents</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>Local requirement -IACUC SOP</i>
<i>Only for IACUC administrators, IACUC</i>	<i>Triennial</i>	<i>Essentials for IACUC Members</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>Office of Research and Development (ORD)</i>

board members and Research Compliance Officers					
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SRS (BIOHAZARD AND CHEMICAL USE)

Required For	Frequency	Training Name/Description	Method/Platform	Tracking Method	References
All research staff working on an SRS protocol	Once	VA ORD Biosecurity	CITI Program	IRBNet	Fulfills VHA Directive 1200.08 for training requirements set forth by VA
<i>Only for Staff involved in shipping hazardous materials</i>	<i>Biannual</i>	<i>Biohazard Shipping</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>VHA Directive 1200.08</i>
<i>Only for Staff responsible for collection, analysis, or handling of biospecimens</i>	<i>Annual</i>	<i>Bloodborne Pathogens</i>	<i>CITI Program</i>	<i>IRBNet</i>	<i>VHA Directive 1200.08</i>
<i>Only for Staff involved with the use of liquid nitrogen</i>	<i>Annual</i>	<i>Safe Handling and Use of Liquid Nitrogen (4408068)</i>	<i>TMS 2.0</i>	<i>IRBNet</i>	<i>Local requirement -SRS SOP</i>
<i>Only for Staff working with radiation</i>	<i>Annual</i>	<i>Radiation Safety Training</i>	<i>Radiation Safety Officer</i>	<i>Radiation Safety Officer</i>	<i>Fulfills VHA Directive 1200.08 for radiation hazards training</i>

OTHER TRAINING

Required For	Frequency	Training Name/Description	Method/Platform	Tracking Method	References
All VHA employees (including compensated, DAP, WOC, and IPA) who are conducting research, funded to conduct research, or otherwise involved in any research activity at a VA medical facility	Annual	VA Technology Transfer Program Training (131008977)	TMS 2.0	IRBNet	VHA Directive 1200.18
<i>Only for Studies whose sponsor requires the training</i>	<i>Triennial</i>	<i>GCP – Good Clinical Practice</i>	<i>CITI Program</i>	<i>Sponsor</i>	

GENERAL REQUIREMENTS

**These are required as part of your VA appointment*

Required For	Frequency	Training Name/Description	Method/Platform	Tracking Method	References
All VA staff	Annual	VA Privacy and Information Security Awareness and Rules of Behavior (WBT)	TMS 2.0	Tracked by NF/SGVHS	VA Handbook 6500
All VA staff	Annual	Government Ethics	TMS 2.0	Tracked by NF/SGVHS	Office of General Counsel (OGC)