

SRS Submission Guide

Subcommittee on Research Safety (SRS)

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.

2025 SRS meeting schedule and submission deadline:

2025 Submission deadline (1st Thursday of each month)											
1/2/2025	2/6/2025	3/6/2025	4/3/2025	5/1/2025	6/5/2025	7/3/2025	8/7/2025	9/4/2025	10/2/2025	11/6/2025	12/4/2025
2025 meeting schedule (3rd Thursday of each month)											
1/16/2025	2/20/2025	3/20/2025	4/17/2025	5/15/2025	6/19/2025	7/17/2025	8/21/2025	9/18/2025	10/16/2025	11/20/2025	12/18/2025

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- **Records Management** - Electronic records must be stored in a secured folder on the R drive. Create an R drive folder for the study using the following path/file name: [R:\Investigators\Principal Investigator Name\IRBNet# Brief Study Name](#). This storage location must be included in the Enterprise Research Data Security Plan (ERDSP).
- All SRS Forms must be submitted to IRBNet as unsigned MS Word documents.
- Current versions SRS forms can be found in IRBNet under [Forms and Templates, NF/SGVHS SRS, Gainesville, FL – Documents for Researchers](#)
- The PI or designee must digitally sign each IRBNet package upon submission.
- **Incomplete packages, submissions with out of date forms and documents will be returned to the Research Team.**
- **TRAINING:** For every submission, all required Training for all study personnel must be current and available in IRBNet. All study team members must have their CITI and TMS accounts linked to their IRBNet User Profile and have the project shared with them. TMS was integrated into IRBNet in November 2024. Core courses such Government Ethics, Privacy and HIPAA are now visible in IRBNet if your TMS account is linked to IRBNet. [TMS courses such as VA Technology Transfer Program Training, Safe Handling of Liquid Nitrogen, Laboratory Safety, etc. Completion Certificates must be uploaded to the Users IRBNet Profile.](#)
- **NEW TRAINING REQUIREMENT as of November 1, 2025:** In response to the Office of Research Oversight (ORO) review of the NF/SGVHS SRS Program a new [TMS course Laboratory Safety \(4503945\)](#) is required to ensure initial and annual completion and tracking of personnel working with hazardous chemicals in Research wet labs. Verification and/or further notification of this requirement is now part of the submission workflow.
- **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).) *
- **IRBNet WIZARD – (For Bench Studies)** VA-Study Team Tracking Sheet must be completed with each New Study and Annual Renewal.
- **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 a package that is separate from the package used to submit study documents (e.g. SRS Coversheet, SRS Annual Renewal, etc.) 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**. A **Bench** study is one that does not involve the use of live human or animals. 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. Research Protocol Submission Coversheet 2. Safety Survey (VA form 10-0398 alt.) 3. Abstract 4. ACORP Appendix 3 Biosafety (<i>animal studies only</i>) 5. ERDSP Wizard (<i>bench studies only. See Records Management above</i>)	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
6. CEOSH Chemical Inventory • See <u>Safety Survey</u> section 5 for details	Link to CEOSH: http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service
7. UF Institutional Biosafety Committee (IBC) approval letter <i>if applicable</i> • See <u>Safety Survey</u> section 4 for details 8. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> • See <u>Safety Survey</u> section 7 for details	Provided by the corresponding subcommittee
9. Financial Conflict of Interest (fCOI) Disclosure	IRBNet > My COI
10. VA Study Team Tracking Sheet Wizard (<i>bench studies only</i>)	In IRBNet submission > Designer > Start a Wizard > VA-Study Team Tracking Sheet

Amendment – Personnel Change ONLY

WOC/IPA personnel being added to projects must have a current VA appointment

Required	Location
1. Research Protocol Submission Coversheet	IRBNet > Forms and Templates > Library: NFSGVHS
2. VA Study Team Tracking Sheet Wizard (<i>bench studies only</i>)	In IRBNet submission > Designer > Start a Wizard > VA-Study Team Tracking Sheet

Amendment/Significant Change (includes change of PI)

Required	Location
1. Research Protocol Submission Coversheet 2. Updated Abstract 3. ACORP Appendix 3 (<i>if applicable</i>) 4. Updated Safety Survey (VA form 10-0398 alt.) (<i>Only if changes affect safety survey</i>) 5. ERDSP Wizard (<i>bench studies only. See Records Management above</i>)	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
6. CEOSH Chemical Inventory <i>Only if changes involve updates to the chemical inventory</i> • See <u>Safety Survey</u> section 5 for details	Link to CEOSH: http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service
11. UF Institutional Biosafety Committee (IBC) approval letter <i>if applicable</i> • See <u>Safety Survey</u> section 4 for details 12. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i>	Provided by the corresponding subcommittee

See <u>Safety Survey</u> section 7 for details	
13. Financial Conflict of Interest (fCOI) Disclosure	IRBNet > My COI

Annual Renewal (for each active human or animal project with SRS oversight)

Required	Location
1. Research Protocol Submission Coversheet 2. Request for Annual Continuing Safety Review 3. Updated Abstract 4. Updated Safety Survey (VA form 10-0398 alt.) <i>(Only if changes affect the safety survey)</i> 5. ERDSP Wizard <i>(bench studies only. See Records Management above)</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
- CEOSH Chemical Inventory <i>Only if changes involve updates to the chemical inventory</i> - See <u>Safety Survey</u> section 5 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) Annual Review approval letter/BIO Registration <i>(if applicable)</i> - See <u>Safety Survey</u> section 4 for details 7. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> - See <u>Safety Survey</u> section 7 for details	Provided by the corresponding subcommittee
8. Financial Conflict of Interest (fCOI) Disclosure	IRBNet > My COI
9. VA Study Team Tracking Sheet Wizard <i>(bench studies only)</i>	In IRBNet submission > Designer > Start a Wizard > VA-Study Team Tracking Sheet

Annual Review of PI Laboratory Program (Review of each PI's entire Laboratory Program)

Required	Location
1. Laboratory Annual Self-Evaluation Form	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers
2. Chemical Inventory	Link to CEOSH: http://vaww.hefp.va.gov/occupational-safety-health-gems/safety-data-sheetchemical-inventory-service

Study Closure

Required	Location
1. Research Protocol Submission Coversheet 2. Final Abstract 3. Any applicable IRB/IACUC/RSC/IBC study closure letters <i>(if applicable)</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers