

## Brief Overview - Steps to Protocol Approval at the AVAMC

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### Step 1

**eRRRP** PI/study team complete PO/ISO section and PI **submits** . PO & ISO are not notified until project is submitted by PI.

**eIRB** PI/study team completes Smartform and PI **submits**

**Contract/Budget** PI contacts appropriate office (AREF, Emory, VA)

**Sponsor** Approves ICF and HIPAA documents before eIRB and eRRRP submission (if applicable)

### Step 2

**PO & ISO:** Performs pre-review in eRRRP

### Step 3

**eRRRP:** eRRRP notifies IRB liaison that PO/ISO pre-reviews are complete

PI/study team may/should begin SRS and R&D sections

**IRB Liaison:** Reviews eIRB and eRRRP submissions

Study team will receive a logged comment in eIRB if items need to be addressed before submission can move forward

Some project information in eRRRP is automatically transferred from PO & ISO pre-review section to R&D section

### Step 4

**IRB liaison assigns project to IRB committee for review.**

eIRB sends an email to PI indicating the project has been scheduled for IRB review

**Step 5**

**IRB approval obtained:** IRB liaison sends approval letter to PI and stamps consent and HIPAA documents

**Step 6**

**eRRRP:**

**SRS-** 1) PI/study team complete SRS forms & PI **submits**  
2) SRS approval obtained

**R&D -** PI/study team:  
1) complete all R&D forms  
2) upload all approved/stamped documents  
3) respond to all comments  
4) PI **submits** for R&D review

**Step 7**

**PO/ISO:** final review can begin by PO/ISO

**Pharmacy Review:** documents are in eRRRP for her review  
Assigned to **R&D** committee for review

**Step 8**

**R&D:** approval obtained

**PO/ISO:** approval obtained

SIO reviews study team training certificates for completion & to make sure staff are VA research credentialed

**Step 9**

**ACOS/R** letter received by PI  
Budget and contract finalized

**Research may commence**

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### Definitions

**ACOS/R:** Dr. Michael Hart, Associate Chief of Staff for Research at Atlanta VAMC.

**AREF:** Atlanta Research and Education Foundation is a nonprofit organization that works with the VA to manage grants and contracts for research projects.

**eIRB:** Emory University IRB electronic submission link.

<https://eresearch.emory.edu/emory>.

**eRRRP:** VA electronic Research Review Proposal. Is intranet only and must be accessed from VA computer. Use AREF username and password to log in.

[https://vaww.gateway.research.va.gov/errrp/modules/srs/data\\_clinical\\_research.cfm?id=758E6B84-1C23-CF3F-5E9EAE9B3B4B4774](https://vaww.gateway.research.va.gov/errrp/modules/srs/data_clinical_research.cfm?id=758E6B84-1C23-CF3F-5E9EAE9B3B4B4774)

**HIPAA:** Health Insurance Portability and Accountability Act.

**ICF:** Informed consent form.

**IRB Liaison:** Daniel Roysden, VA employee who works at Emory IRB and manages all AVAMC eIRB submissions. [droysde@emory.edu](mailto:droysde@emory.edu)

**ISO:** Atlanta VAMC Information Security Officer: ISO must review every project in eRRRP.

**PO:** Atlanta VAMC Privacy Officer. PO must review every project in eRRRP.

**R&D:** Atlanta VAMC Research & Development Committee. Located in eRRRP.

**SRS:** Subcommittee for Research Safety at Atlanta VAMC. Located in eRRRP.