

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

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 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

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

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All SRS Forms must be submitted to IRBNet as unsigned MS Word documents.

The PI or designee must digitally sign each SRS IRBNet package upon submission.

***Training** for all study personnel must be up-to-date and available in IRBNet. Study team members should have 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 as Government Ethics, Privacy and HIPAA, and VA Technology Transfer Program are visible in IRBNet if your TMS account is linked to IRBNet.**

***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 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**. For projects with an IRB or VA IACUC component, an ERDSP will be attached to packages submitted for those committees.

- **ERDSP (Enterprise Research Data Security Plan)** – The ERDSP is no longer available in PDF format. The Office of Research Reviews (ORR) has transitioned the PDF form to a WIZARD for **mandatory use November 1, 2024**.
- A **Bench** study is one that does not involve the use of live human or animals.

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. ACORP Appendix 3 Biosafety 5. ERDSP Wizard§ <i>bench studies only</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 <ul style="list-style-type: none"> See <u>Safety Evaluation</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> <ul style="list-style-type: none"> See <u>Safety Evaluation</u> section 4 for details 8. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> See <u>Safety Evaluation</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*

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

Required	Location
1. SRS Cover Sheet 2. ERDSP Wizard§ <i>bench studies only</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
3. 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. Updated SRS Cover Sheet 2. SRS Amendment Form 3. Updated Abstract 4. ACORP Appendix 3 (<i>if applicable</i>) 5. Updated Safety Evaluation (<i>Only if changes affect safety evaluation</i>) 6. ERDSP Wizard§ <i>bench studies only</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
7. 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 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> <ul style="list-style-type: none"> See <u>Safety Evaluation</u> section 4 for details 12. VA Radiation Safety Committee (RSC) approval letter <i>if applicable</i> <ul style="list-style-type: none"> See <u>Safety Evaluation</u> section 7 for details 	Provided by the corresponding subcommittee

13. Financial Conflict of Interest (fCOI) Disclosure†	IRBNet > My COI
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Annual Renewal* (for each active human or animal project with SRS oversight)

Required	Location
1. Updated SRS Cover Sheet 2. Request for Annual Continuing Safety Review 3. Updated Abstract 4. Updated Safety Evaluation <i>(Only if changes effect the safety evaluation)</i> 5. ERDSP Wizard\$ <i>bench studies only</i>	IRBNet > Forms and Templates > Library: NFSGVHS SRS, Gainesville, FL – Documents for Researchers In IRBNet submission > Designer > Start a Wizard > ERDSP Wizard
<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 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) approval letter <i>if applicable</i> <ul style="list-style-type: none"> • See <u>Safety Evaluation</u> section 4 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 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. 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

