**Policy on the use of the “Collaborator feature” in IRB Manager for VA Studies**

IRB Manager allows for the use of a “collaborator feature” allowing the person filling out the xform to give access to the xform to anyone they want (as long as they are a user in IRBmanager) before the xform is submitted, but this feature was never enabled for use on VA protocols. At the request of a few VA investigators, the use of this feature was discussed at the August 2017 Research and Development Committee and it was determined by the committee that the use of the “collaborator feature” would serve to improve the submission process of VA protocols subject to the restrictions listed below.

The use of the collaborator feature in IRB Manager is permitted with the following restrictions effective September 8, 2017:

1. Use of the feature is limited to **new protocol submissions** only
2. There are three menu options available for selection for this feature:

 Edit This is the only option you may select

 Edit and manage **DO NOT SELECT THIS MENU OPTION**

Edit, manage and submit **DO NOT SELECT THIS MENU OPTION**

1. While IRB Manager will allow you to select any user in the IRB Manager system as a collaborator, for VA protocol submissions, you may not select anyone in the “Review” chain (Privacy Officer, Information Security Officer, Research Compliance Officer, Administrative Officer – Research, Associate Chief of Staff – Research, or any member of the Research and Development Service) as a collaborator.
2. Questions regarding this policy may be addressed to the AO – Research for further clarification.