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| **DAYS** | **STEPS OF VPR PROCESS** | **GUIDANCE/NOTES** |
| 0 | Researcher submits VPR Linkage Request (Phase I & TIRA) |  |
| 7-14 | NAACCR reviews VPR Linkage Request for completeness, clarity, feasibility, and provides feedback through the VPR Comments Tab if needed | Researcher creates study file in standard format and edits/ validates the study file while awaiting Phase I approval. |
| 14-21 | Research Review Committee evaluates VPR Linkage Request and votes whether Phase I linkage approved  |
| 7 | If approved, researcher uploads validated, edited, encrypted study file in standard format |
| 5 | IMS validates study file and creates standard linkage configuration file for registries |  |
| 5 | Idaho performs linkage pre-test, creates linkage instructions, and provides feedback |
| 10 | Additional pre-test registries (GA, KY, NC) run linkage, test instructions, and provide feedback |
| 30 | All VPR registries perform linkage and upload match count reports |  |
| **STOP: Before proceeding to Phase II, researcher determines if key registries are missing match reports and NAACCR performs follow-up.** |
| 7 | Researcher reviews Phase I linkage results on the Phase II Process Tab and selects registries for Phase II  |  |
| 2 | NAACCR reviews registry selection and provides feedback to researcher if needed |  |
| 3 | Central IRB (CIRB) reviews VPR Linkage Request for registry IRBs that ceded review to CIRB, determination is entered into the VPR, and CIRB-relying registries and researcher are notified. |  |
| 0 | VPR sends automated notification to all registries about whether they were selected for Phase II. Registries that do not require any additional documents/agreements to initiate their review process are automatically notified that the VPR Linkage Request (and all supporting documents) is available and are prompted to initiate their review process.  |  |
| Variable | Researcher proceeds to Step 2 of the Phase II Process Tab and completes/submits (outside the VPR) the state-specific applications and/or additional agreements necessary for registries/IRBs to initiate their review process. Researcher **MUST** click the Confirm Forms button on Step 2 when the documents are initially submitted to the registry/IRB. This triggers notification to Registry Liaisons to initiate the review. | The VPR requires data entry by both researchers and registries to track the status of the request. To enter data for a registry, simply click on the registry’s name in any of the Phase II Process Tabs. See Phase II Guidance Document on VPR About Tab, under Requestor Documents for information on the Phase II process and data entry. |
| ASAP | Registry enters estimated registry/IRB review date in the VPR tracking system, displayed on Step 3.  |
| All these steps are variable given researcher and registry timeframes | Registry and/or IRB reviews application and navigates pre-review agreements (if applicable) for signing. |
| **Researcher tracks status of IRB review in VPR tracking system.** Registry tracks status of registry review. |
| Upon full approval, researcher submits post-approval agreements (if required) listed on Step 2, clicks Confirm Forms button, and enters the date when the documents were initially submitted. |
| Registry navigates post-approval agreements (if required) for signing. |
| Registry uploads fully executed DUA and “Confirms Agreements”. Researcher is notified to review. |
| Researcher reviews DUA and enters expiration and data destruction dates in VPR. |
| Registry exports matched cases from Match\*Pro Phase I results, removes non-releasable cases, and securely sends the de-identified data (Study ID plus cancer information) directly to researcher. |