



HS-IRBs News

Health Sciences and Minimal Risk IRBs

ADDRESS

University Bay Office
Building (UBOB)
Suite 105
800 University Bay Dr.
Madison, WI 53705
Ph.: 608-263-2362
Fax: 608-265-5811

OFFICE HOURS

Monday through Friday
7:45 a.m. to 4:30 p.m.

QUESTIONS?

Please call the IRB Main Office at 608-263-2362. The HS-IRBs Office has an expert staff person available every weekday to answer questions about the IRB review process.

ARROW HELPLINE

For help with ARROW, please call 262-0041.

GENERAL EMAIL

Email general queries to:
asktheirb@
medicine.wisc.edu

ARROW EMAIL

Email ARROW questions and training requests to:
askarrowirb@
medicine.wisc.edu

TWITTER

@UW_HS_IRB

REMINDER: All study teams must use ARROW for all new IRB submissions and most continuing reviews. Please see the FAQ on [Understanding ARROW "Go Live"](#) for more information.

Upcoming HS-IRBs Office Closures

The HS-IRBs office will be closed the following days this December:

- December 24th (University Holiday)
- December 30th (Mandatory Furlough Day)
- December 31st (University Holiday)

Modified ARROW Helpline Hours for December 23rd

In addition to the dates noted above, the ARROW helpline will not be staffed the afternoon of 12/23.

Update on PLUS and ARROW

An interface has recently been built between ARROW and PLUS. This means that PLUS is now being updated with data from studies in ARROW. Those who do not have access to studies in ARROW should be able to use PLUS to obtain basic study information.

ARROW Mini Quick-Start Training and Open Lab Sessions

The HS-IRBs will be offering brief introductions to ARROW for those who did not attend training earlier this fall. These sessions will be held in the HSLC computer lab, with open lab time to follow for those who want assistance with using ARROW or just want to try out the system.

Mini quick-start sessions will be offered in HSLC 2121 on:

- December 13th - FULL
- January 12th from 2-3:30PM
- January 17th from 10-11:30AM

Space is limited, so registration for these sessions is required.

To register, please email your request to askarrowirb@medicine.wisc.edu. Be sure to include the date for the session you wish to attend.

ARROW Small Group Demonstrations for 2011

Research groups wanting a more detailed introduction to ARROW may request a small-group demonstration. Requests for demonstrations should be emailed to askarrowirb@medicine.wisc.edu. Please note that slots for demonstrations are limited, so please submit your requests as soon as possible.

2011 HS IRB and MR IRB Meeting Dates

Meeting dates for both the HS and MR IRBs have been posted on [the Meeting Dates page](#) of the HS-IRBs website.

Deadlines for the Submission of Continuing Review Protocol Progress Reports

The HS-IRBs will no longer publish specific deadline dates for the submission of continuing review protocol progress reports. Research teams are responsible for monitoring when IRB approval of their studies expires, but will receive automated reminders from ARROW at 75, 60, and 30 days before IRB approval for a study expires.

To allow the IRB sufficient time to review and reapprove a study so that it does not expire, please follow the required submission timelines for continuing reviews noted below.

- The first continuing review submitted in ARROW for studies that were approved by the IRB prior to the implementation of ARROW needs to be provided to the IRB 2 months before the study expires.
- For studies that were submitted and approved as initial reviews through ARROW, the continuing review protocol progress report needs to be provided to the IRB 1 month before the study expires.
- For studies that have not been migrated into ARROW yet, which are those set to expire between November 17, 2010 and February 15, 2011, continuing reviews should be submitted to the IRB 1 month before the study expires via the [interim process](#).

Tips: Who to Call with Questions

To help the HS-IRBs better serve you, please keep the following in mind when calling us:

- Please call the ARROW helpline (262-0041) for questions about ARROW (including how to get started, whether a continuing review should be submitted in paper or in ARROW, technical issues, etc.). Expert ARROW is available via the helpline, so please do not call the main office number with ARROW questions.
- For general IRB questions or to speak to the point of contact for the day, please call the main office (262-2362).
- For questions about a particular submission (e.g., questions about modifications), please contact the staff person listed on IRB correspondence (if the submission is in paper) or in the submission workspace in ARROW (look at the author in the history tab or the staff reviewer listed near the top right side of the submission workspace).
- For questions about the status of a submission submitted in paper, please call 265-2304.
- For questions about the status of an ARROW submission, please check the submission's History tab or its current state (displayed in the yellow bar on the left side).

Change in ICTR Client Services Center (ICSC) Pick Up Schedule

The HS-IRBs Office currently has a drop off basket within ICSC, room 2112 of the Health Sciences Learning Center. Because of the transition to ARROW, this drop box will be eliminated in March 2011. Until March 2011, the IRB Office will continue to pick up items from the ICSC drop box, but will pick up only once a day at approximately 2:30 pm.

REMINDER: UW-Madison HRPP Five Year Renewal Policy

Important guidance about how the campus [Five Year Renewal policy](#) will be implemented in conjunction with final rollout of ARROW has been posted to the HS-IRBs website. Please review the [Five Year Renewal Policy and Replacement Studies in ARROW](#) for details.

New ARROW FAQs Posted

Several new ARROW FAQs have been posted to the HS-IRBs website, including FAQs on how to complete the funding pages, the special procedures page, and the study location section of the initial review application. New FAQs for the UWCCC on submitting changes with a 90-day review period and handling new information during pre-review also have been posted. Please see [the ARROW page](#) on the HS-IRBs website for a complete list of FAQs.

New Form: Requesting IRB Documents

For studies migrated in to ARROW, study teams must complete both a continuing review and legacy application at the time of the next continuing review for those studies. When completing the legacy application, study teams will be asked to upload several study documents within the application. These documents may include the study protocol, consent/assent documents and information sheets, data collection sheets, and survey instruments or questionnaires.

Study teams are expected to exercise due diligence in locating whatever documents need to be uploaded to ARROW as part of the legacy application. In the event that a study team is unable to locate a document(s), a [Request for IRB Documents form](#) must be submitted to request a copy of the document(s) from the IRB file. This form and additional instructions can be found on both [the ARROW](#) and [Forms](#) pages of the HS-IRBs website.

Have questions? The HS-IRBs staff are here to help!

Whether you have a question about a specific protocol, a general question about the submission process, or need clarification about research policy, we have several ways you can reach us.

1. **For general questions**, email asktheirb@medicine.wisc.edu. Please note that this service is for general questions ONLY and no attachments should be included. Turnaround time is typically 2 business days.
2. **For questions about ARROW**, email askarrowirb@medicine.wisc.edu or call the ARROW helpline at 262-0041.
3. **To discuss your question with an IRB staff reviewer**, please call the main HS-IRBs office at 263-2362 and ask to speak with the staff reviewer on call for the day. Please note that IRB staff do not have pagers. If leaving a message, please clearly leave your name, number, and department so we can get back to you in a timely manner.
4. **To receive the newsletter and other IRB updates**, please sign up for the general HS-IRBs listserv. To receive listserv announcements, you MUST subscribe to the listserv by emailing join-hs_irbs_announcements@lists.wisc.edu.
5. **To receive updates about WIRB**, please sign up for the WIRB listserv by emailing submitwirb@medicine.wisc.edu with a request to be put on the list.

6. **To arrange a free consultation with an IRB staff reviewer**, ICTR members should contact Mike Bates (bates3@wisc.edu or 262-7657). Other researchers should contact Molly Lumley (mah@medicine.wisc.edu or 265-2304). Although not part of the official review and pre-review process, consultations are a convenient way to obtain expert assistance and advice regarding IRB submission and review. Researchers new to the IRB submission process may particularly benefit from the consultation service.
7. **For more frequent IRB updates**, follow the HS-IRBs on Twitter @UW_HS_IRB.

NOTE: You are receiving this email because you are subscribed to the UW-Madison HS-IRBs listserv. To unsubscribe from this listserv, please email leave-hs_irbs_announcements@lists.wisc.edu.