



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

ARROW Mini Quick-Start Training and Open Lab Sessions

The HS-IRBs are offering brief introductions to ARROW. Sessions are held in the HSLC computer lab (HSLC 2121), with open lab time to follow for those who want assistance with using ARROW or just want to try out the system. The next session will be held on **March 23rd from 2-3:30PM**. To register, please email your request to askarrowirb@medicine.wisc.edu.

HS IRBs Staff News

Farewell: Jessica Johnson will be leaving our office at the end of March to take a position with the IRB at the Medical College of Wisconsin. Jessie has been a critical member of the review staff, overseeing both continuing review and reportable event submissions. We wish Jessie the very best and she will be sorely missed.

Welcome: We are very pleased to welcome to a new staff reviewer to the office. Gina Grumke will begin working with the HS-IRBs later this month.

FYI: With assistance from other IRB staff, Catherine Rogers (csr@medicine.wisc.edu) will be assuming Jessica Johnson's review responsibilities for the time being.

Upcoming HS-IRBs Office Closure

The HS-IRBs Office will be closed for a mandatory furlough day on Friday, March 18th. The ARROW helpline also will not be staffed on March 18th.

Coming Soon: New and Improved ARROW Help Page

The ARROW help page is being migrated to a new platform that will include a robust search engine so study teams can find information more quickly. The new page also will incorporate screenshots in to the current FAQs. Please email any suggestions for the new help page to askarrowirb@medicine.wisc.edu. Please put Help Page in the subject line.

UW Health Sciences Institutional Review Boards ♦ Visit us online at: <http://www.medicine.wisc.edu/irb>

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NEW: Personnel Change Guidance

The Health Sciences IRBs has posted new guidance regarding [personnel changes](#), including changes to Principal Investigator (PI), on the Policies & Guidance page on its website. This guidance will be effective as of March 21, 2011. Highlights of the guidance include:

- Description of the process for reporting personnel changes and how the IRB handles personnel changes
- Clarification that PI changes now require full board review due to the level of review required to assess the qualifications of the PI to conduct the study
- The information that should be communicated to research participants when a PI leaves a study
- The required timeframe for research teams to report changes of PI to the IRB
- When new personnel (other than new PIs) can begin performing activities related to a research study
- How to handle personnel who move to another institution and wish to continue performing activities related to a study under UW-Madison purview
- Clarification that personnel changes are not required for studies determined to be exempt

New Flow Chart: IRB Requirements for Studies Involving External Personnel or Sites

[A new flow chart](#) describing IRB requirements for studies that involve either personnel or sites external to the UW-Madison/UWHC/Madison has been posted to the multisite research page of the HS-IRBs website. The chart outlines when IRB approval and letters of support are required as well as when an IRB authorization agreement (IAA) or independent investigator (IIA) agreement might be needed. If you have any questions about this chart or IRB requirements for external personnel or sites, please contact Carol Pech (cap@medicine.wisc.edu).

Schedule IRB Consultations Online

To schedule a consultation with an IRB staff reviewer, please submit your request online via [the online request form](#) that is now posted on the home page of the HS-IRBs website. Consultations provide a good way for study teams to obtain expert assistance regarding the IRB submission and review process. Researchers planning complex projects or who are new to the IRB submission process may particularly benefit from the consultation service.

NEW: ARROW Consultations

ARROW consultations are now available. Consultations are available by appointment only and are held only at the HS-IRBs office in the University Bay Office Building (free 2 hour parking is available). If you would like in-person assistance with certain ARROW features or an individual quick-start session, please email your request to askarrowirb@medicine.wisc.edu. Small group demonstrations also are available by appointment only at the HS-IRBs office. When emailing your request, please put ARROW consultation or small group demonstration in the subject line.

ARROW Helpline Reminders

- If you do not reach someone when calling the ARROW helpline, please leave a message. We are able to return the majority of voicemails quickly, typically the same day.
- If you are calling about a particular submission, please provide the ID number or IRB protocol number. This is especially important when leaving a message.

- If you are calling for help with how to use ARROW (e.g., navigating different workspaces, responding to reviewer notes), please be at a computer and logged in to ARROW. This will allow helpline staff to walk you through whatever process you need help with.
- Please do NOT rely on the IRB point of contact system for ARROW questions that are not about how to answer questions in the ARROW application forms. All other questions should be directed to the helpline.

ICSC IRB Drop Box: Change in Pick Up Schedule

The HS-IRBs newsletter previously announced that the IRB drop box (basket) located within ICTR Client Services Center, room 2112 HSLC, would be discontinued due to the transition to ARROW. The IRB put out a call in a recent newsletter asking for feedback about this decision. Only three people requested the continuation of the drop box. The IRB has monitored the drop box for the month and on several days no paper submissions were received. The IRB will continue the drop box through May 2011, but will reduce the frequency with which materials placed in the drop box are picked up. Starting Monday March 21st the IRB will pick up items placed in the drop box on Mondays, Wednesdays, and Fridays (unless the IRB Office is closed due to a holiday or mandatory furlough day). In order to ensure a submission is picked up on these days, it must be in the drop box by 2 pm. We hope the continuation of this service assists those who requested the retention of the drop box.

Reminder: New Protocol Exceptions and Deviations Guidance

The HS-IRBs have issued revised guidelines for research teams regarding the reporting of protocol “exceptions” and “deviations” to the IRB. The new guidelines are posted [on the HS IRBs website](#). If you have any questions about the new guidelines, whether a deviation falls under these guidelines, or whether the divergence from the protocol instead constitutes a change of protocol, noncompliance, or an unanticipated problem, please contact the HS-IRBs office.

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 listsserv by emailing submitwirb@medicine.wisc.edu with a request to be put on the list.
6. **To arrange a consultation with an IRB staff reviewer**, To schedule a consultation with an IRB staff reviewer, please submit your request online via [the online request form](#).

Consultations provide a good way for study teams to obtain expert assistance regarding the IRB submission and review process. Researchers planning complex projects or who are 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.