Decision Tree for UW-Madison Study Teams that Plan to Share Data, Samples, or Images with a Non-UW Site for Research Purposes

Version Date: November 28, 2011

Do you have an application approved by a UW IRB that allows sharing data, samples, or images with a non-UW site AND does the scope of the proposed use by the non-UW site fall within the scope of the UW-approved IRB application?

- Yes
  - No action required related to UW IRB oversight. The UW study team should obtain documentation of IRB approval or exemption is in place for the site receiving the samples, images, or data. Confidentiality requirements outlined in the UW IRB-approved protocol for sharing data, specimens, or images should be followed.

- No
  - Documentation of IRB approval or exemption should be obtained for the collaborating site.

Is the UW collaborating on a project with the non-UW site?

- Yes
  - The project must be added to the existing UW study via a change of protocol or a new IRB application created and approved to cover the new activities.

- No
  - A change to an existing IRB application or new IRB application is likely required. Call the IRB office at 262-2362 and ask to speak to the staff reviewer on call.

Is the collaboration already approved as part of the current IRB application?

- Yes
  - The UW study team should ensure documentation of IRB approval or exemption is in place for the site receiving the samples, images, or data. Confidentiality requirements outlined in the UW IRB-approved protocol for sharing data, specimens, or images should be followed. Personnel from the non-UW site do not need to be listed as key personnel in the UW IRB application, although they may be listed in the study protocol.

- No
  - Continue
    - Is the UW serving as the IRB of record for the non-UW site?
      - Yes
        - As part of the change of protocol or new application, request UW to serve as the IRB of record for the collaborating site and add the new site to the IRB application. An IRB authorization or individual investigator agreement may be needed. Personnel from the non-UW site must be included in the UW IRB application. In the case of a change of protocol to add a collaborating site, a separate personnel change would be required.
      - No
        - No action required related to UW IRB oversight. The UW study team should obtain documentation of IRB approval or exemption is in place for the site receiving the samples, images, or data. Confidentiality requirements outlined in the UW IRB-approved protocol for sharing data, specimens, or images should be followed.