

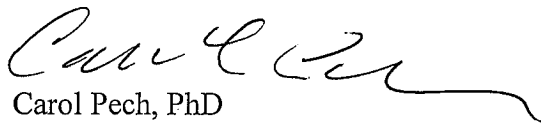


ARROW Correspondence Signature Standard Operating Procedure
Version 1, August 4, 2010

The UW-Madison Health Sciences IRBs utilize an electronic submission and review system called ARROW. Security for the system is role-based, meaning that user logins are linked to specific roles in the system and users must be assigned a particular role to perform certain actions in ARROW. Only IRB staff and IRB members can execute activities related to the IRB meeting and decision process, including preparing and sending IRB correspondence.

If a submission has been reviewed by and voted on by the full IRB, an authorized IRB staff member records this decision in ARROW. Only authorized IRB staff are able to record board motions in the system. If the IRB moved to approve the submission, authorized IRB staff prepare the correspondence and send it to the study team. IRB correspondence is not signed because the IRB motion of approved has already been recorded in the system and no additional IRB member review or signoff is required.

For submissions reviewed under expedited procedures (e.g., expedited review of modifications for submissions reviewed by the full IRB), a designated IRB member reviews those submissions in ARROW and records he/her expedited review decision accordingly. Only designated IRB members can execute expedited review decisions in ARROW. The system logs who has completed the expedited review activities in ARROW and this serves as the electronic signature in the system for expedited review decisions. With the expedited review decision recorded by an IRB member, subsequent correspondence is again prepared by IRB staff and is not signed since the expedited review decision has already been recorded by the IRB member in ARROW.


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