



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

Happy 1st Birthday to ARROW

The ARROW system turned 1 year old on March 31st. Thank you to everyone who has helped make the transition from the paper submission system to ARROW a mostly smooth one, especially study teams. We will continue to work on improvements to the system over the coming months. Your feedback about ARROW is always welcome. Please email any feedback to askarrowirb@medicine.wisc.edu and put Feedback in the subject line.

HS IRBs Staff News

We are very pleased to welcome to a new staff reviewer to the office. Curtis Ryals comes to us from the UW Comprehensive Cancer Center and began working with the HS-IRBs earlier this month.

HS-IRBs Website Starts Move to a New Platform

The HS-IRBs website is in the process of being migrated to a new platform with several new features, including:

- A robust search engine so study teams can find information more quickly.
- A tool that allows study teams to leave feedback on posted documents.

Several pages have been migrated to the new platform already, including ARROW help (now with screenshots!), HS-IRBs contact information, IRB fees, multisite research, and the resources page. Additional pages will be migrated over the coming weeks.

We hope that study teams will find the new website platform useful and we encourage everyone to provide feedback. Any suggestions for the new website can be emailed to asktheirb@medicine.wisc.edu. Please put Website Feedback in the subject line.

Need Help with ARROW?

ARROW consultations are now available by appointment 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 ARROW or an individual quick-start session, please email your request to askarrowirb@medicine.wisc.edu. When emailing your request, please put ARROW consultation or small group demonstration in the subject line.

Reminder: 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 became effective March 21, 2011.

ARROW Scheduled Outages

To allow for maintenance and upgrades, ARROW has regular scheduled outages on Mondays through Saturdays from 3AM to 6AM and on Sunday from 12AM to 7AM. Please do not plan on working with ARROW during these times. Outages other than those regular scheduled are posted on the ARROW homepage (arrow.wisc.edu).

New: VA Research Web Page

The HS-IRBs website has a [new VA Research page](#). This webpage provides information for research teams who conduct studies that fall under Madison VA purview, including several important updated VA documents. The page includes:

- Contact information for key research personnel at the Madison VA, including the VA Research Office, VA HIPAA Privacy Officer, and VA Research Compliance Officer
- A description of what research falls under Madison VA purview and thus requires Madison VA Research and Development Committee review.
- A revised VA consent form template, which reflects changes to the compensation for injury, who to contact with questions, and the final/signature page
- Updated consent form guidance
- VA template HIPAA form
- A checklist that details the regulations applied to VA research, which research teams can use to proactively address issues in their IRB applications
- A flow chart that shows the steps for VA R&D Committee and IRB approval for non-exempt research studies that fall under Madison VA purview
- Guidance on flagging participant records in the VA Computerized Patient Record System (CPRS), one of the requirements for VA research

Reminder: New Flow Chart for 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.

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.

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.