Email Notifications

Understanding the email notifications from ARROW and what to do when you receive a notification.

ARROW automatically sends out email notifications to the study team at various points throughout the IRB review process.

Email notifications are a convenient feature of the ARROW system that can assist study teams in navigating the IRB review process. Study teams remain responsible, however, for monitoring their IRB submissions, including expiration dates for IRB-approved studies. In addition to using email notifications, the ED/SBS IRB office recommends that study teams exercise caution and regularly review their ARROW inboxes to monitor their IRB submissions.

Examples of notifications

Email notifications are sent at many points in the IRB review process including when:

- IRB pre-review comments or IRB requested modifications are available for review
- An application has been scheduled for review at an IRB meeting
- IRB correspondence is ready
- IRB approval is about to expire

ARROW is designed to send email notifications to the study team whenever action on their part is required to move a submission forward in the IRB review process. Log in to ARROW to take action on a submission.

Receiving email notifications

The principal investigator (PI) and point(s) of contact (POC) automatically receive email notifications. Other members of the study team will receive email notifications only if they have been granted edit/ email access by the PI in ARROW. No other members of the study team will receive email notifications.
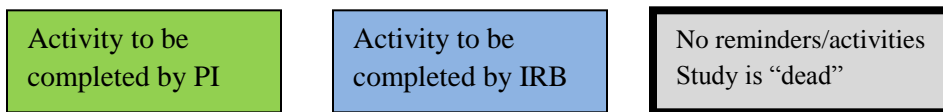
Many email programs have settings that will allow you to filter ARROW emails into a separate folder, if desired. Please consult with your departmental IT resources for assistance in adjusting your email settings. NOTE: If you choose to divert ARROW email notifications to a separate folder, be sure to check the folder regularly to avoid missing important reminders.

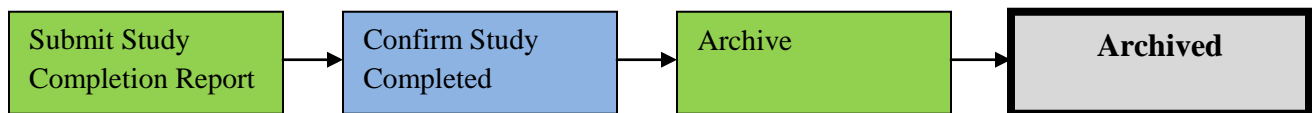**Ending email notifications when a study is completed**

The ARROW system will automatically close and archive applications when certain deadlines and states have been reached. Until a study is in the Archived state, the PI, POC(s), and all members of the study team with edit/email access will continue to receive email notices about the state of the study. Below are instructions on how to push a study into the Archived state before the system timers auto-archive a study.

When a study is in the Archived state, it will appear on members of the study team's Home page, on the IRB tab, under Archived. No actions can be taken on a study once it is Archived, and no reminders will be sent. The study is essentially "dead".
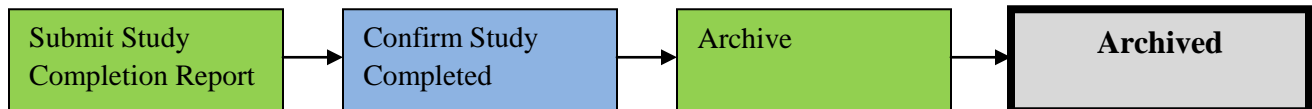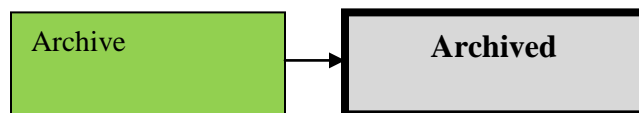
Key

Activity to be completed by PI	Activity to be completed by IRB	No reminders/activities Study is "dead"

Studies in Approved state

Submit Study Completion Report	→	Confirm Study Completed	→	Archive	→	**Archived**

Studies in Expired state

Submit Study Completion Report	→	Confirm Study Completed	→	Archive	→	**Archived**

Studies in Study Completed state

Archive	→	**Archived**

Studies in Withdrawn state

Archive	→	**Archived**