

Navigating ARROW

*How to find applications and navigate the multiple workspaces
in ARROW using the Study Team Member role*

1. Study Team Workspace

This is the starting point in ARROW for study team members.

The screenshot shows the ARROW Study Team Workspace interface. At the top, there is a red header with the ARROW logo and the text 'Application Review for Research Oversight at Wisconsin'. Below the header is a navigation bar with 'My Home', 'IRB', 'IACUC', 'Biosafety', and 'SCRO'. A 'HELP' icon is visible in the top right corner. The main content area is titled 'STUDY TEAM WORKSPACE' and includes a blue button labeled 'Start ARROW Application' which is circled in red. Below this button is a section for 'MY ROLES' with a dropdown menu set to 'Study Team Member'. To the left, there is a 'RESEARCH @ UW' section with links to 'OVRGE Website', 'UW Research Policy and Compliance', 'PI Portal', and 'Research and Sponsored Programs'. The main area contains a 'MY INBOX' section with the heading 'Submissions currently in progress.' and a table of three application entries. Each entry includes an 'IRB' icon, a title, ID, STATE, TYPE, and MODIFIED date, along with an 'ACTION REQUIRED' warning icon and text: 'Complete and SUBMIT application to start IRB review.'

Start ARROW Application: New applications for all types of submissions in ARROW (IRB, Animal, Biosafety) can be started from this button.

- Select: IRB Application
- Select: CREATE new IRB Application, except for the following scenarios:

**Request to Cede IRB Review* should only be selected when an external IRB site is requesting to be the IRB of Record.

*** Start a new sIRB Application* should only be selected for multi-site studies that have 4 or more sites, qualify for expedited/convened IRB review and have a separate standalone protocol.



Note: Click the "HELP" icon and select "Ed/SBS IRB" from the drop-down menu to access resources and the Ed/SBS IRB website.

ARROW Application Review for Research Oversight at Wisconsin

Hello, uwirb Study Team Member 1 ▾

My Home IRB IACUC Biosafety SCRO HELP

STUDY TEAM WORKSPACE

From this page you can find all ARROW submissions - currently in progress or previously reviewed - where you are listed as a member of the study or research team.

MY INBOX
Submissions currently in progress.

IRB	Sample Protocol Application pi1, uwirb ID: IRB00000827 STATE: Pre-Submission TYPE: Initial Review MODIFIED: 12/11/2017	ACTION REQUIRED: Complete and SUBMIT application to start IRB review.
IRB	title Study Team Member 1, uwirb ID: IRB00000820 STATE: Pre-Submission TYPE: Initial Review MODIFIED: 12/7/2017	ACTION REQUIRED: Complete and SUBMIT application to start IRB review.
IRB	Continuing Review for 2016-0017 Study Team Member 1, uwirb ID: CR00000191 STATE: Pre-Submission TYPE: Continuing Review MODIFIED: 9/22/2017	ACTION REQUIRED: Complete and SUBMIT application to start IRB review.

My Inbox: Upon log-in you will see all ARROW submissions - currently in progress or previously reviewed - where you are listed as a member of the study team.

ARROW Application Review for Research Oversight at Wisconsin

Hello, uwirb Study Team Member 1 ▾

My Home **IRB** IACUC Biosafety SCRO HELP

Institutional Review Board (IRB)

In Progress Approved Archived

Filter ID [dropdown] Enter text to search for [input] Go + Add Filter x Clear All

ID	Name	Date Created	Date Modified	Owner	State	Committee	Review Type	PI
IRB00000827	Sample Protocol Application	12/11/2017 1:50 PM	12/11/2017 1:53 PM		Pre-Submission	ED/SBS IRB		pi1

You can also click the IRB bar for all IRB related applications, including the following tabs:

- **In Progress**: Includes applications that appear in the IRB Inbox and require action by the study team, as well as applications currently under review by the IRB.
- **Approved**: Applications that have been approved by the IRB and are either currently approved, Certified, have been granted an exemption, or have recently expired.
- **Archived**: Applications that are no longer active and have been archived. These applications are only provided as a reference for the study team

All of these sections can be searched using the provided filters.

2. Main Study Workspace

Click on the name of any study to enter that study's workspace.

The screenshot shows the ARROW application interface. At the top, there is a red header with the ARROW logo and navigation tabs for My Home, IRB, IACUC, Biosafety, and SCRO. A user greeting 'Hello, uwirb pi1' is visible in the top right. Below the header, a gold bar labeled 'PRE-SUBMISSION' is circled in black. To the left of the main content area, there is a sidebar with an 'ACTION REQUIRED' warning, 'EDIT APPLICATION' and 'SUBMIT' buttons, and a list of 'ACTIVITIES' with a yellow arrow pointing to 'Record Human Subjects Training Snapshot'. The main content area displays 'Sample Protocol Application' details, including ID, PI, and Board. A flowchart shows the review process: Pre-Submission, IRB Staff Pre-Review, IRB Committee Review, and Review Complete, with 'Modifications Requested' loops between the IRB Staff and IRB Committee Review stages. Below the flowchart is a 'History' and 'Change Log' section with a table of activity logs.

Activity	Author	Activity Date
Created study	Study Team Member 1, uwirb	12/11/2017 1:50 PM

The left, gold bar indicates if the study is still in pre-submission, is in the IRB review process, or if it has been approved.

EDIT APPLICATION button:

This will allow entry into the application for editing the application smart form.

SUBMIT button:

This is only available to the PI listed on ED/SBS IRB studies. When executed, the application is sent to the IRB for initial review.

Activities:

- Record Human Subjects Training Snapshot: Only training dates for UW personnel who are required to take the UW-Madison Social & Behavioral CITI Course will show dates; non-UW collaborators that are listed on the study team and provided proof of human subjects training elsewhere, will not show a date.
- Preview Final Documents: Before a study is approved, this activity will allow study team members to view how signed consent forms will appear once finalized and stamped.
- Register a NetID: This activity allows ARROW users to add others with UW NetIDs to the ARROW database, allowing them access to ARROW and to be listed as part of study teams.
- Grant Edit Access: This activity allows non-Points of Contact to be able to edit the application.

- Withdraw: This activity withdraws the study or application from the review process.
- Submit Study Closure Report: When a study is complete, this activity should be completed by the PI to indicate that all research activities (including data analysis) have ended and the study is ready to be archived.

The screenshot shows the ARROW web application interface. At the top, there is a red header with the ARROW logo and the text 'Application Review for Research Oversight at Wisconsin'. A navigation bar below the header contains links for 'My Home', 'IRB', 'IACUC', 'Biosafety', and 'SCRO'. A user greeting 'Hello, uwirb Study Team Member 1' is visible in the top right corner. The main content area is titled 'Sample Protocol Application' and shows a status of 'APPROVED'. A green checkmark icon indicates 'NO ACTION REQUIRED: Approved by the IRB'. Below this, there are buttons for 'VIEW APPLICATION', 'Print Form', and 'View Differences'. A sidebar on the left contains buttons for 'New Continuing Review', 'New Change', 'Update Personnel', and 'New Reportable Event', which are circled in red. The main content area also displays 'APPLICATION DETAILS' and 'MILESTONES'. The 'APPLICATION DETAILS' section includes: ID: 2017-0059, PI: uwirb pi1, Board: ED/SBS IRB, Staff Reviewer: uwirb irbd1, and Reviewer Contact: andrew.drinkwater@wisc.edu. The 'MILESTONES' section includes: Date Submitted: 12/11/2017, Initial Approval: 12/11/2017, and Expiration: 12/10/2018. A flowchart below the milestones shows the review process: Pre-Submission -> IRB Staff Pre-Review -> IRB Committee Review -> Review Complete. There are also 'Modifications Requested' boxes between IRB Staff Pre-Review and IRB Committee Review. At the bottom, there is a 'History' section with tabs for 'Follow-On Submissions', 'Correspondence', and 'Study Documents'. A table below the tabs shows a single activity: 'Create Pdf Snapshot' by 'irbd1, uwirb' on '12/11/2017 2:42 PM'. A note below the table states 'Snapshot generation complete. 2017-0059 Snapshot'.

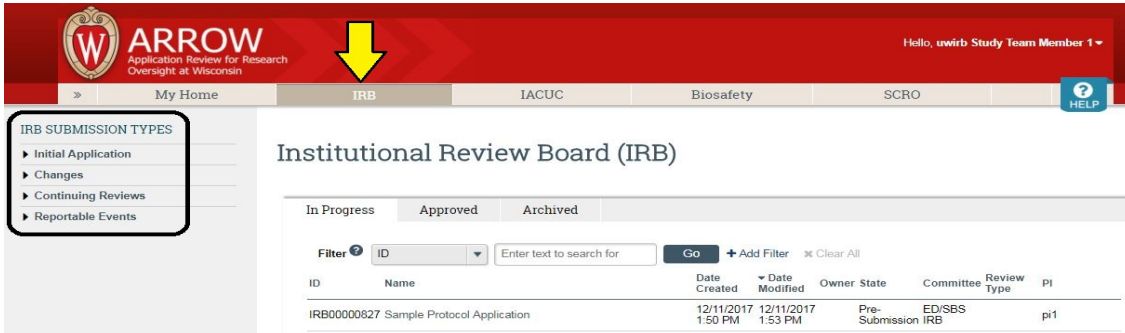
Buttons: In the study workspace of an approved protocol, the Principal Investigator (PI) and Point(s) of Contact (POC) identified in the approved study will have access to start additional applications related to the study.

- New Continuing Review: If your study requires an annual review it must be reviewed via a Continuing Review application. This application only reports the status of a study, and allows for no changes. Please submit well in advance of expiration dates.
- New Change: To modify research procedures and/or documents, a Change application includes a Change Form to describe the proposed changes, and the Modified Application where the changes are actually made.
- Update Personnel: Only changes to the UW personnel listed as POC or Study Team members.
- New Reportable Event: To report noncompliance, unanticipated problems, or other issues.

3. Other Application Workspaces

Continuing Reviews, Changes, and Reportable Events are all applications linked to an overall study. Each application has its own workspace, distinct from the study workspace.

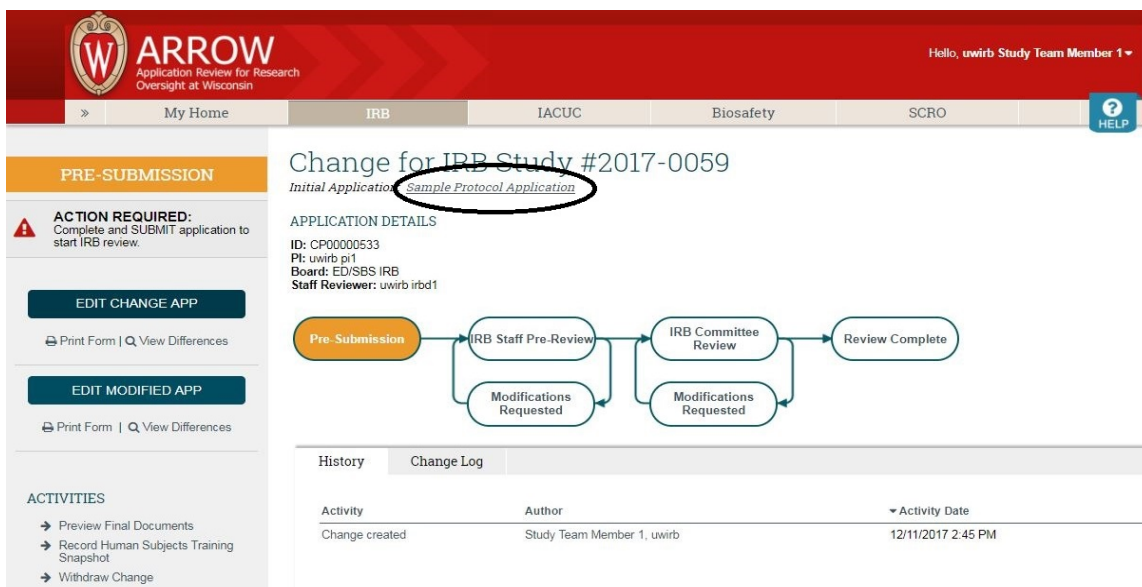
To access the workspace of an open application, do one of the following:



- In the IRB bar, use the links in the menu on the left under IRB SUBMISSION TYPES



- In the Follow-On Submissions tab, use the [Application Type] ID link



To navigate back to the main study workspace from an application workspace, click on the title of the Initial Application.