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.

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

   - Select: <u>IRB Application</u>
   - Select: <u>CREATE *new* IRB Application,</u> 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.

<u>My Inbox</u>: 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.

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

- <u>In Progress</u>: 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.

- <u>Approved</u>: Applications that have been approved by the IRB and are either currently approved, Certified, have been granted an exemption, or have recently expired.

- <u>Archived</u>: Applications that are no longer active and have been archived.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 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.
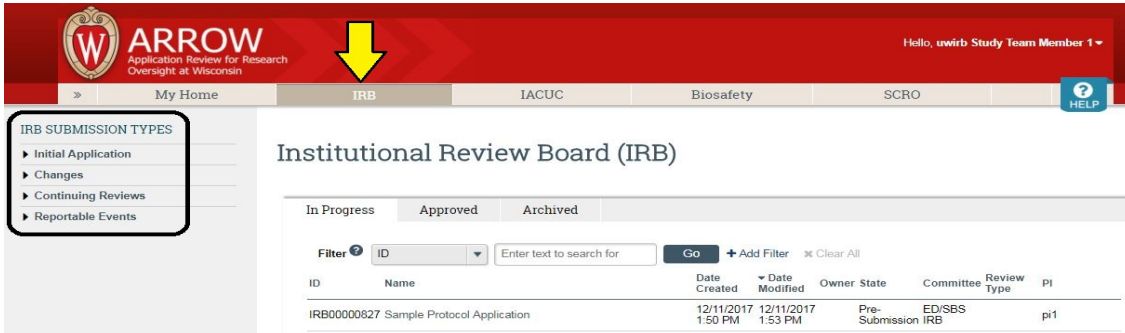

Buttons: In the study workspace of an <u>approved</u> protocol, the Principal Investigator (PI) and Point(s) of Contact (POC) identified in the approved study will have access to start additional applications related to the study.

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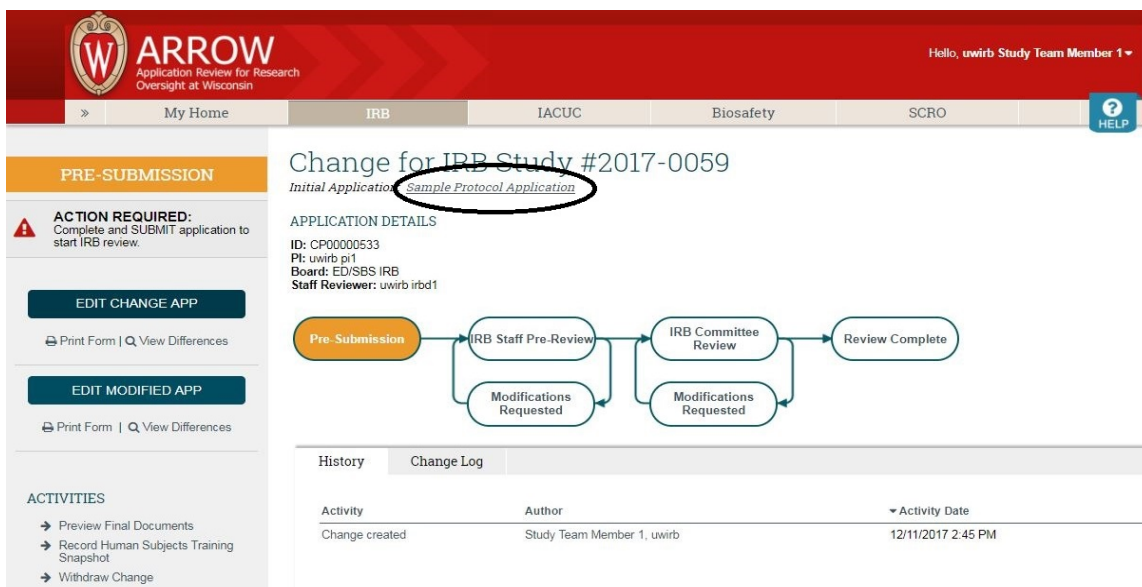
To access the workspace of an open application, do one of the following:

- 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.