

Non-UW-Madison Collaborators

Understanding when and how to list personnel from outside of UW-Madison on protocol applications

Our IRB Guidance: Collaborating Investigators, provides a helpful flowchart showing the basic steps involved in determining when and how to list personnel from outside of UW-Madison. For more details on this process, please consult the steps provided below.

1. Determine if collaborators should be listed on a UW-Madison IRB protocol application

- Personnel that do not hold an appointment at UW-Madison need to be covered by an IRB when they are *engaged* in the research project. See steps below for when/how to list external personnel in the application. Engagement typically includes involvement in recruitment, consenting, data collection, or data analysis for a research project. Contact the IRB office if you have questions about the engagement of an individual in a study.

2. If you have determined non-UW personnel are engaged in the research, complete the ARROW IRB application as follows

On the Study Location page select 'Yes' for:

- 1.2 if requesting UW-Madison serve as the IRB for collaborators

➤ Under 1.2.1:

- a. Check the first box if collaborator's site has its own IRB or Federalwide Assurance (FWA) - these sites typically include universities/colleges and larger hospitals or health systems

1.2.1 Indicate for which of the following you are requesting that UW-Madison serve as the reviewing IRB.

Sites with an IRB or Federalwide Assurance (FWA)
Sites with an IRB or FWA typically include universities and larger hospitals or health systems. A database of current FWAs and IRB registrations can be found here: <https://www.hhs.gov/ohrp/register-irbs-and-obtain-fwas/irb-and-fwa-status/index.html>

Individuals not affiliated with an entity with an IRB or Federalwide Assurance (FWA)
Individuals not affiliated with an entity with an IRB or FWA typically include people working with community organizations, schools, or non-profits.

- On the following Reviewing IRB: Sites page either:
 - a) use Add to select the collaborator's site from the list in 1.1 OR
 - b) if not in the list, enter under 1.2. If collaborators come from multiple sites, ensure that all sites are listed in 1.1 or 1.2.

Reviewing IRB: Sites

1.1 Select the site(s) for which you are requesting UW-Madison serve as the reviewing IRB.

Institution Name

Northwestern University ✕

1.2 For any site(s) not in the above list, please enter it here.

- Under 1.3 upload one delegation log for each site listed under 1.1 and/or 1.2 listing all collaborators for that site. Template for the delegation log can be downloaded [here](#) or by clicking “click here” in the IRB application.

1.3 For each site listed above, please upload a delegation log. One delegation log should be provided for each site. [Click here](#) to download a delegation log template.

File

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b. Check the second box for 1.2.1 if the collaborator is not affiliated with an entity that has an IRB or Federalwide Assurance (FWA) - typically includes people working with community organizations, schools, or non-profits

1.2.1 Indicate for which of the following you are requesting that UW-Madison serve as the reviewing IRB.

Sites with an IRB or Federalwide Assurance (FWA)

Sites with an IRB or FWA typically include universities and larger hospitals or health systems. A database of current FWAs and IRB registrations can be found here: <https://www.hhs.gov/ohrp/register-irbs-and-obtain-fwas/irb-and-fwa-status/index.html>

Individuals not affiliated with an entity with an IRB or Federalwide Assurance (FWA)

Individuals not affiliated with an entity with an IRB or FWA typically include people working with community organizations, schools, or non-profits.

o On the following Reviewing IRB: Individuals page use the Add button under 1.1 to list each individual, including the following information for each:

- First and last name
- Email address
- Organizational affiliation, if any
- Indicate the role(s) the individual will have in the study (identifying/recruiting subjects, interacting with subjects, obtaining informed consent, or other)

Reviewing IRB: Individuals

Use this page to list individuals for whom you are requesting UW-Madison serve as the reviewing IRB. Individuals listed on this page should only be those unaffiliated with an entity with an IRB or Federalwide Assurance (FWA). Please contact the Education and Social/Behavioral Science IRB ARROW Help mailbox (arrow-help@mailplus.wisc.edu) with any questions about who should be listed on this page.

1.1 Using the add button below, list each individual for whom UW-Madison will serve as

Full Name	Organizational Affiliation	Identify Recruit Subjects	Interact With Subjects
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Add Individual Delegation Log

* First Name:

* Last Name:

Email Address:

Organizational affiliation, if any:

Please indicate this person's role in this study.

Identify Recruit Subjects:

Interact With Subjects:

Obtain Informed Consent:

Other, please specify:

On the Study Location page select 'Yes' for:

- 1.4 if non-UW institution's IRB will be providing their own review for collaborator(s)*
 - Under 1.4.1 upload documentation of non-UW institution's IRB approval. External personnel do not need to/should not be listed in the application in this case.

***PLEASE NOTE:** Per the Revised Common Rule, single IRB review will be required for all non-exempt federally supported multi-site studies as of January 19, 2020. If you have any questions about this, please contact the ED/SBS IRB Office.

Study Location

* 1.4 Are there any non-UW Madison sites or personnel involved in this study that are providing their own IRB review?

Yes No [Clear](#)

1.4.1 If yes, please provide collaborating site IRB approval(s)

[+ Add](#)

File

There are no items to display

3. **Ensure all collaborators have completed human subjects research training.**

- Collaborators whose institution or entity offers human subjects research training should complete it there.
- Collaborators affiliated with an entity without an IRB or not affiliated with any entity and have not completed human subjects training elsewhere may fulfill the training requirement by completing the "[UW Social & Behavioral course](#)" offered by the UW-Madison HRPP office.