

## IRB Member Instructions for Reviewing Protocols in ARROW

1. Log in to ARROW (arrow.wisc.edu); On My Home page, select “IRB Member” from the list of available roles down the left hand side.

The screenshot shows the ARROW IRB Member workspace. On the left sidebar, the 'IRB Member' role is selected and circled in red. Below it, 'Study Team Member' is listed. Under 'My Boards', there are links for 'ED IRB', 'HS IRB', 'MR IRB', and 'SBS IRB'. A pagination control shows '1 to 4 of 4' and '100 / page'.

The main content area is titled 'Folder for uwirb member6'. It contains a welcome message: 'Welcome to your IRB member workspace. Please use the tabs below to access any studies for which you are assigned as a reviewer as well as to view IRB meeting materials. Your workspace has the following tabs:'

- **HS/MR: Initials** - This inbox contains all the new Initial reviews for which you have been assigned as a primary or secondary reviewer.
- **HS/MR: PRS and Other** - This inbox contains all PRS and other items for which you have been assigned as a primary or secondary reviewer.
- **HS/MR: All** - This inbox contains ALL items for which you have been assigned as a primary or secondary reviewer.
- **Inbox: Meeting Minutes** - This inbox contains all meeting minutes needing review for which you have been assigned as a primary or secondary reviewer.
- **Upcoming Meetings** - This tab allows you to access the agenda and other IRB meeting materials.
- **ED/SBS: Full** - This inbox contains all of the protocols scheduled for an ED or SBS Full Review, for which you have been assigned as a primary reviewer.
- **ED/SBS: Expedited & Other** - This inbox contains the protocols scheduled for an ED or SBS Expedited Review for which you have been assigned as a primary reviewer, as well as other protocols requiring your review.

Below the list are seven tabs: 'HS/MR: Initials', 'HS/MR: PRS and Other', 'HS/MR: All', 'Inbox: Meeting Minutes', 'Upcoming Meetings', 'ED/SBS: Full', and 'ED/SBS: Expedited & Other'. The 'HS/MR: Initials' tab is active. A search bar is present with the text 'Filter by ID' and a search button. Below the search bar, it says 'No data to display.' At the bottom, a pagination control shows '1 no results' and '10 / page'.

2. In your IRB Member workspace:

- a. Click on the Upcoming Meetings tab, and choose the appropriate meeting date by clicking on the correct meeting name. This will open the Meeting workspace.

The screenshot displays the IRB Member workspace interface. On the left sidebar, there are sections for 'My Roles' (IRB Member, Study Team Member) and 'My Boards' (ED IRB, HS IRB, MR IRB, SBS IRB). The main content area is titled 'Folder for uwirb member6' and contains a welcome message and a list of inbox tabs. The 'Upcoming Meetings' tab is selected and circled in black. Below the tabs is a filter section with a dropdown menu set to 'Name' and buttons for 'Go', 'Clear', and 'Advanced'. A table lists the upcoming meetings, with the first row circled in black. The table has columns for Name, Meeting Date, Committee, and State. The first row is 'SBS IRB meeting on (11/2/2012)' with a date of 11/2/2012, committee of SBS IRB, and state of Meeting Scheduled. The second row is 'ED IRB meeting on (11/12/2012)' with a date of 11/12/2012, committee of ED IRB, and state of Meeting Scheduled. At the bottom of the table, there is a pagination control showing '1 to 2 of 2' and '10 / page'.

**Folder for uwirb member6**

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HS/MR: Initials   HS/MR: PRS and Other   HS/MR: All   Inbox: Meeting Minutes   **Upcoming Meetings**   ED/SBS: Full   ED/SBS: Expedited & Other

Filter by

Name	Meeting Date	Committee	State
SBS IRB meeting on (11/2/2012)	11/2/2012	SBS IRB	Meeting Scheduled
ED IRB meeting on (11/12/2012)	11/12/2012	ED IRB	Meeting Scheduled

1 to 2 of 2   10 / page

3. The Agenda lists the protocols to be reviewed.

**Current State**

**Meeting Scheduled**

Edit Meeting Agenda

Print Open Agenda

Print Closed Agenda

WS: Administration

**My Activities**

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**SBS IRB meeting on (11/2/2012)**

**Committee:** SBS IRB      **Start Time:** 9 a.m.

**Date:** 11/2/2012      **Location:** 321 Lathrop Hall

Agenda   Attendees   Items in Progress   History Log   Admin

Type	Submission	Title	PI	Primary Reviewer	Secondary Reviewer	VA
Initial Review	2012-0018	Training 102312	LEE ALLIET	LILLIAN LARSON	LEE ALLIET	false

- a. Anything with a review type beginning with “Expedited” are reports of submissions already approved under expedited procedures. The full IRB will only discuss protocols scheduled for Initial Review, Changes, Continuing Reviews, and Reportable Events.
- b. Primary Reviewer assignments can be viewed in the Agenda tab.

- To review protocols on the agenda, click the Submission number which will open a pop-up window. In the pop-up window, click on the ID number; this will take you to the protocol workspace.

**ED IRB meeting on (11/21/2012)**

<b>Committee:</b>	ED IRB	<b>Start Time:</b>	Noon
<b>Date:</b>	11/21/2012	<b>Location:</b>	Starbucks

**Agenda**

Type	Submission	Title	PI	Primary Reviewer	Secondary Reviewer	VA
Initial Review	2012-0022	Sample Application for Consultant Review	LEE ALLIET	LEE ALLIET		false

**ED IRB meeting on (11/21/2012)**

<b>Committee:</b>	ED IRB	<b>Start Time:</b>	Noon
<b>Date:</b>	11/21/2012	<b>Location:</b>	Starbucks

**Agenda**

Type  
Initial Review

city of Wisconsin

https://arrowtest.wisc.edu/training/CommonAdministration/Choosers/Entity/CustomDataType/DataEntry/Form?readonly=1&...

https://arrowtest.wisc.edu/training/CommonAdministration/Choosers/Entity/CustomDataType/DataEntry/Form?readonly=1&itemOID=com.web

View SYS\_AgendaItem

**Study Information:**

**Agenda Item Type:** Initial Review

**ID:** 2012-0022

**Title:** Sample Application for Consultant Review

**Principal Investigator:** LEE ALLIET

**Primary Reviewer:** LEE ALLIET

**Secondary Reviewer:**

**IRB Staff Reviewer:** LEE ALLIET

**Agenda Note:**

OK

- a. Click on the Inbox: Meeting Minutes tab. If you have been assigned as a reviewer of past meeting minutes the minutes will appear in this tab for your review.

The screenshot displays the IRB member workspace for 'uwirb member6'. On the left, a sidebar shows the user's role as 'IRB Member' and 'Study Team Member', along with a list of boards: ED IRB, HS IRB, MR IRB, and SBS IRB. The main content area is titled 'Folder for uwirb member6' and includes a welcome message and a list of inbox categories:

- HS/MR: Initials** - This inbox contains all the new initial reviews for which you have been assigned as a primary or secondary reviewer.
- HS/MR: PRS and Other** - This inbox contains all PRS and other items for which you have been assigned as a primary or secondary reviewer.
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- ED/SBS: Expedited & Other** - This inbox contains the protocols scheduled for an ED or SBS Expedited Review for which you have been assigned as a primary reviewer, as well as other protocols requiring your review.

The 'Inbox: Meeting Minutes' tab is highlighted with a red circle. Below the tabs is a search filter section with a 'Filter by' dropdown set to 'Name', a search input field, and buttons for 'Go', 'Clear', and 'Advanced'. The main content area is currently empty, displaying 'No data to display.' At the bottom, a pagination bar shows '1' of 'no results' and '10 / page'.

- b. Click on the ED/SBS: Expedited & Other tab. This will display any protocols scheduled for expedited review, or requiring your input for another reason, for which you have been assigned as a reviewer. The protocols listed here will be discussed at a subcommittee meeting, or otherwise outside of the full review meetings.

**IRB Member**

**My Roles**

**IRB Member**

Study Team Member

**My Boards**

Name

ED IRB

HS IRB

MR IRB

SBS IRB

1 to 4 of 4 100 / page

### Folder for uwirb member6

**Welcome to your IRB member workspace.** Please use the tabs below to access any studies for which you are assigned as a reviewer as well as to view IRB meeting materials. Your workspace has the following tabs:

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HS/MR: Initials
HS/MR: PRS and Other
HS/MR: All
Inbox: Meeting Minutes
Upcoming Meetings
ED/SBS: Full
**ED/SBS: Expedited & Other**

Filter by ID

ID	Name	Type	Owner	State	Last State Change	Meeting Date
2012-0766	Eating Disorder Management: Pre and Post Intervention Survey	IRB Application	LARSON, LILLIAN M	In Expedited Review	10/26/2012 9:13 AM	
2012-0766	Focus Group on Hospital Eating Disorders Management	IRB Application	PELLIEN, CASEY CATHLEEN	In Expedited Review	10/23/2012 9:28 AM	
2012-0794	Individual differences in speech perception	IRB Application	LARSON, LILLIAN M	In Expedited Review	10/29/2012 1:28 PM	

5. To review a protocol for which you have been assigned as a reviewer, click on the protocol name from the ED/SBS: Full tab or the ED/SBS: Expedited & Other tab:

a. Click on the ED/SBS: Full tab. This will display all of the protocols scheduled for full review, for which you have been assigned as a reviewer.

The screenshot displays the IRB Member workspace interface. On the left, there is a sidebar with the following sections:

- IRB Member** (highlighted in orange)
- My Roles**
  - IRB Member**
  - Study Team Member
- My Boards**
  - Name
  - ED IRB
  - HS IRB
  - MR IRB
  - SBS IRB

The main content area is titled "Folder for uwirb member6" and includes a welcome message: "Welcome to your IRB member workspace. Please use the tabs below to access any studies for which you are assigned as a reviewer as well as to view IRB meeting materials. Your workspace has the following tabs:"

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The interface shows a navigation bar with tabs: HS/MR: Initials, HS/MR: PRS and Other, HS/MR: All, Inbox: Meeting Minutes, Upcoming Meetings, **ED/SBS: Full** (circled in black), and ED/SBS: Expedited & Other. Below the tabs is a search filter section with "Filter by" and "ID" dropdown, a "Go" button, and "Clear" and "Advanced" options. The main table displays the following data:

ID	Name	Type	Owner	State	Last State Change	Meeting Date
2012-0011	Training - Sample ED App 082712-2	IRB Application	ALLIET, LEE N	Assigned To IRB Meeting	8/31/2012 8:02 AM	9/30/2012
2012-0008	Training - Sample ED App 082712-1	IRB Application	ALLIET, LEE N	Assigned To IRB Meeting	8/31/2012 8:05 AM	9/10/2012
2012-0009	Training - Sample SBS App 082712-1	IRB Application	ALLIET, LEE N	Assigned To IRB Meeting	8/31/2012 8:04 AM	9/30/2012

At the bottom of the table, there is a pagination control showing "1 to 3 of 3" and "10 / page".

- b. Click on the ED/SBS: Expedited & Other tab. This will display any protocols scheduled for expedited review, or requiring your input for another reason, for which you have been assigned as a reviewer. The protocols listed here will be discussed at a subcommittee meeting, or otherwise outside of the full review meetings.

**IRB Member**

**My Roles**  
**IRB Member**  
Study Team Member

**My Boards**  
Name  
ED IRB  
HS IRB  
MR IRB  
SBS IRB

1 to 4 of 4 100 / page

### Folder for uwirb member6

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HS/MR: Initials   HS/MR: PRS and Other   HS/MR: All   Inbox: Meeting Minutes   Upcoming Meetings   ED/SBS: Full   **ED/SBS: Expedited & Other**

Filter by ID   Go   Clear   Advanced

ID	Name	Type	Owner	State	Last State Change	Meeting Date
2012-0766	Eating Disorder Management: Pre and Post Intervention Survey	IRB Application	LARSON, LILLIAN M	In Expedited Review	10/26/2012 9:13 AM	
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2012-0794	Individual differences in speech perception	IRB Application	LARSON, LILLIAN M	In Expedited Review	10/29/2012 1:28 PM	

c. Click the button that says “View Application.”

**Current State**

Assigned To IRB Meeting

**View Application**

Printer Friendly Version

View Differences

**My Activities**

**IRB Activities**

IRBM Print Reviewer Checklist

**ED & SBS Activities**

IRBM Reviewer Checklist

(IRB Review)

**Study: Training - Sample ED App 082712-2 ( 2012-0011)**

**Description:** Training - Sample ED App: Interviews with minors

**PI:** LEE ALLIET **Staff Reviewer:** LEE ALLIET

**Board:** ED IRB **Review Type:** Full IRB Review

**Meeting Date:** 9/30/2012 2 **Version:** 0.1

(Summary: IRB Review)

Pre-Submission → IRB Review → Approved

**History** Reviewer Notes Change Log Ancillary Review Notes Correspondence

Activity	Author	Activity Date
IRBSM Item confirmed for IRB Agenda	ALLIET, LEE N	8/31/2012 8:02 AM CDT
IRBSM Item rescheduled: ED IRB meeting on (9/30/2012)	ALLIET, LEE N	8/31/2012 8:01 AM CDT
IRBSM Item confirmed for IRB Agenda	ALLIET, LEE N	8/28/2012 12:41 PM CDT
IRBS Scheduled for IRB meeting: ED IRB meeting on (8/29/2012)	ALLIET, LEE N	8/28/2012 12:34 PM CDT
IRBS Ownership taken	ALLIET, LEE N	8/28/2012 12:34 PM CDT
Assigned to LEE ALLIET		
PI / POC Submission submitted for review	ALLIET, LEE N	8/27/2012 2:29 PM CDT
IRBS / IRBSM Alternative training recorded	ALLIET, LEE N	8/27/2012 2:28 PM CDT

This will open the application and allow you to either flip through page by page (using the Continue button) or jump around the application (using the Jump To menu). You can also review using the Printer Friendly Version to view the entire application.

<< Back

Exit | Hide/Show Errors | Print | Jump To: - Basic Study Information -

Continue >>

Reviewer Notes

Type	Reviewer	Date Created	Date Modified
There are no items to display			

## Basic Study Information

### 1.1 Indicate the appropriate IRB. NOTE:

- If you are unsure which IRB to select, please refer to the guidance or contact an IRB office for assistance.
- For studies that may qualify for review by the commercial (e.g., Western) IRB or NCI Central IRB, select the Health Sciences IRB below.

#### \* ED IRB

1.2 Provide a short, lay-terms study title.

\* Training - Sample ED App 082712-2

1.3 Provide the full, formal study title. NOTE: This is the title that will appear in correspondence.

\* Training - Sample ED App: Interviews with minors

- d. If the IRB staff reviewer(s) sent back any issues ahead of time, these notes and the study team's response will be visible by clicking the arrow next to Reviewer Notes at the top of the screen. You will notice that some pages may have notes, while others may not.

The screenshot shows the 'Reviewer Notes' section of a web application. At the top, there are navigation buttons: '<< Back', 'Save | Exit | Hide/Show Errors | Print... | Jump To: - Recruit: General', and 'Continue >>'. Below this is a 'Reviewer Notes' header with 'Add', 'Delete', 'Previous', and 'Next' buttons. A 'Filter by' section includes a dropdown menu set to 'Type', a search input field, and 'Go', 'Clear', and 'Advanced' buttons. The main content is a table with columns: 'Type', 'Reviewer', 'Date Created', and 'Date Modified'. Two rows are visible, each circled in black. The first row is from 'IRB Staff' with the title 'IRB Request' and the text 'Please upload a copy of the letter to be sent, inviting subjects to participate in the study.' The second row is from 'PI/POC' with the title 'Study Team Response - LEE ALLIET -' and the text 'Recruitment has been uploaded.' The second row has a light green background.

Type	Reviewer	Date Created	Date Modified
IRB Staff <b>IRB Request</b> Please upload a copy of the letter to be sent, inviting subjects to participate in the study.	LEE ALLIET	10/17/2012 2:44 PM	10/23/2012 10:36 AM
PI/POC <b>Study Team Response - LEE ALLIET -</b> Recruitment has been uploaded.			

## Recruitment Methods

**2.1 Describe the recruitment plan for this study. NOTE: This description should address what methods will be used, when and how often they will be used, and how many times potential subjects will be contacted.**

letter from the PI

- e. To make your own notes about the application, click “Add” next to Reviewer Notes at the top of the page on which you wish to make notes. Choose the IRBM Reviewer Notes option and type your note in. It is important to note that these notes are not visible to any other IRB members or the study team, however these are potentially auditable.

Type	Reviewer	Date Created	Date Modified
There are no items to display			

## Informed Consent: Overview ?

6.1 Describe when the consent process will occur.

\* First meeting with family, parents will be consented, followed by minors providing assent.

6.2 Describe where the consent process will occur.

\* Process will take place in a public location like a library or coffee shop.

Add Reviewer Notes Help

\* Type: IRBM Reviewer Notes

\* Note: ENTER TEXT HERE

\* Required OK Cancel

- f. To quickly access your IRBM Reviewer Notes during a meeting, you can use the Reviewer Notes tab in the protocol workspace, to see a list of all of the notes entered for a protocol;

The screenshot displays the ARROW IRB system interface. At the top, the ARROW logo and "University of Wisconsin-Madison" are visible on the left, and "uwirb member6 | My Home | Logoff" is on the right. Below the header, the page title is "IRB Committees & Boards" and the breadcrumb is "IRB > Training - Sample ED App 082712-2".

The main content area is titled "Study: Training - Sample ED App 082712-2 (2012-0011)". It includes a "Description" field with the text "Training - Sample ED App: Interviews with minors". Other fields include "PI: LEE ALLIET", "Board: ED IRB", "Meeting Date: 9/30/2012 2", "Staff Reviewer: LEE ALLIET", "Review Type: Full IRB Review", and "Version: 0.1".

Below the study information, a flowchart shows the process: "Pre-Submission" → "IRB Review" → "Approved". The "IRB Review" step is highlighted with a blue oval.

The "Reviewer Notes" tab is selected and highlighted with a black oval. Below the tabs, there is a "Filter by" dropdown menu and buttons for "Go", "Clear", and "Advanced".

A table lists the reviewer notes:

Type	Reviewer	Date Created	Date Modified
IRBM Reviewer Notes Jump To: Research Design General Please explain this.	uwirb member6	11/12/2012 4:26 PM	11/12/2012 4:26 PM
IRBM Reviewer Notes Jump To: Consent Overview Make these changes to the consent form.	uwirb member6	11/12/2012 4:26 PM	11/12/2012 4:26 PM

The "Jump To: Consent Overview" link in the second row is circled in black.

(The links provide on the Jump To menu will take you to the actual place in the application where the note was entered.)

Or, you can quickly skip through each of your notes using the Next and Previous buttons on the Reviewer Notes bar at the top of the actual application.

The screenshot shows a web application interface. At the top, there is a yellow bar labeled 'Reviewer Notes' with 'Prev' and 'Next' buttons circled in black. Below this is a filter section with a dropdown menu set to 'Type', a search input field, and buttons for 'Go', 'Clear', and 'Advanced'. A table below displays a list of notes. The first note is circled in black and has the following details:

Type	Reviewer	Date Created	Date Modified
IRBM Please explain this.	uwirb member6	11/12/2012 4:26 PM	11/12/2012 4:26 PM

## Research Design and Procedures

1.1 What is the overall purpose of this project or study?

\* To examine...