

# Reviewing as an IRB Member in ARROW



# IRB Member Workspaces



- **IRB Member Role:**  
You will have different rights and access in different roles in ARROW. Ensure you are working in the IRB Member role when reviewing protocols;  
When you are working as a member of a study team, choose that role.



# IRB Member Workspaces



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    [Advanced](#)

ID	Name	Type	Owner	State	Last State Change	Meeting Date
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- **Inbox: Meeting Minutes**  
If you are assigned as the Primary Review for a previous month's meeting minutes, the minutes will be accessible under this tab
- **Upcoming Meetings**  
Access upcoming meeting workspaces (for agenda, protocols, etc.) from this tab
- **ED/SBS Full**  
When you are assigned as a Primary or Secondary Reviewer on a protocol scheduled for Full Review, those protocols will be listed (and accessible) from this tab
- **ED/SBS Expedited & Other**  
When you are assigned as a Primary or Secondary Reviewer on a protocol scheduled for Expedited Review, those protocols will be listed (and accessible) from this tab

# Protocols Assigned to Full Review



- **Notification**

Meeting ID: [\[Sample\]](#)

Meeting: ED/SBS IRB meeting on ([Date])

Date: [Date]

**New meeting materials have been prepared. Please use the meeting ID link above to:**

- 1. Visit the meeting workspace.**
- 2. Review the agenda.**

# Protocols Assigned to Full Review

- Protocol Assignments

- On the Agenda in the meeting workspace

## ED/SBS IRB meeting on (8/31/2013)

**Committee:** ED/SBS IRB      **Start Time:** 1 p.m.  
**Date:** 8/31/2013      **Location:** Main Hall

### Agenda

Type	Submission	Title	PI	Primary Reviewer	Secondary Reviewer	VA
Responses to Requests for Modifications	2013-0062	gfd	uwirb pi1			false
Responses to Requests for Modifications	2013-0064-CR001	asdf	uwirb pi1			false
Initial Review	2013-0061	46	LEE ALLIET	LEE ALLIET	uwirb member6	false
Initial Review	2013-0063	fsd	uwirb pi1	uwirb member1	uwirb member2	false
Changes To Previously Approved Research Studies	2013-0064-CP001	asdf	uwirb pi1	uwirb member1	uwirb member2	false

- On the ED/SBS: Full tab in the IRB Member home page

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    [Advanced](#)

ID	Name	Type	Owner	State	Last State Change	Meeting Date
2013-0065	IRBM Training	IRB Application	ALLIET, LEE N	Assigned To IRB Meeting	8/27/2013 7:45 AM	8/31/2013

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# Protocols Assigned to Full Review

- **Review**

- From the Agenda, click on Submission ID

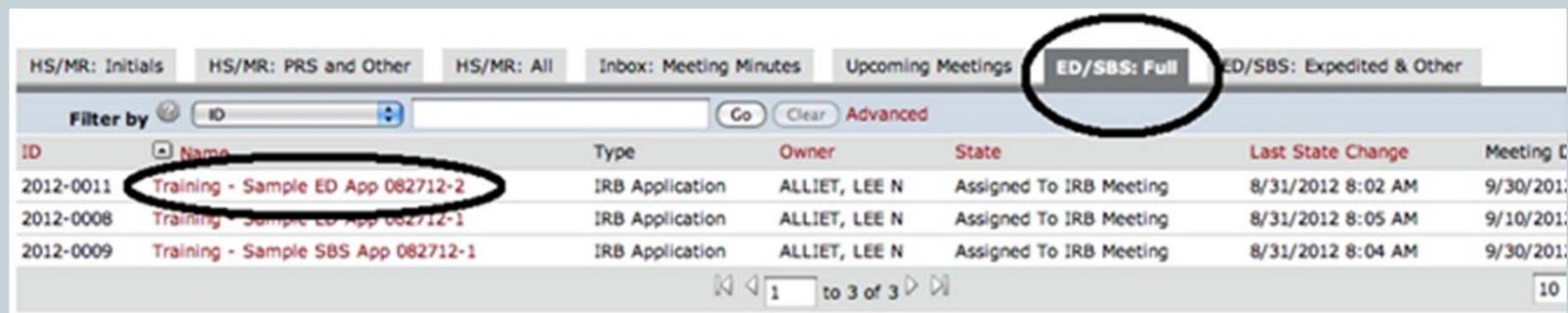
Agenda						
Type	Submission	Title	PI	Primary Reviewer	Secondary Reviewer	VA
Initial Review	2012-0022	Sample Application for Consultant Review	LEE ALLIET	LEE ALLIET		false

- And then from the pop-up, again on the ID

**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:**

# Protocols Assigned to Full Review

- Review
  - From the ED/SBS: Full tab in the IRB Member home page



The screenshot displays a web interface for IRB Member home page. At the top, there are several 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 filter section with 'Filter by' and a dropdown menu set to 'ID'. There are 'Go', 'Clear', and 'Advanced' buttons. The main content is a table with the following columns: ID, Name, Type, Owner, State, Last State Change, and Meeting Date. The first row is circled in black.

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

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# Primary Reviewer – Initial Review

- Read through the Initial Review 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: IRBM Training ( 2013-0065)**

**Description:** Training for ED/SBS IRB Members on Reviewing in ARROW

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

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

**Meeting Date:** 8/31/2013 1 p.m. **Version:** 0.1

(Summary: IRB Review)

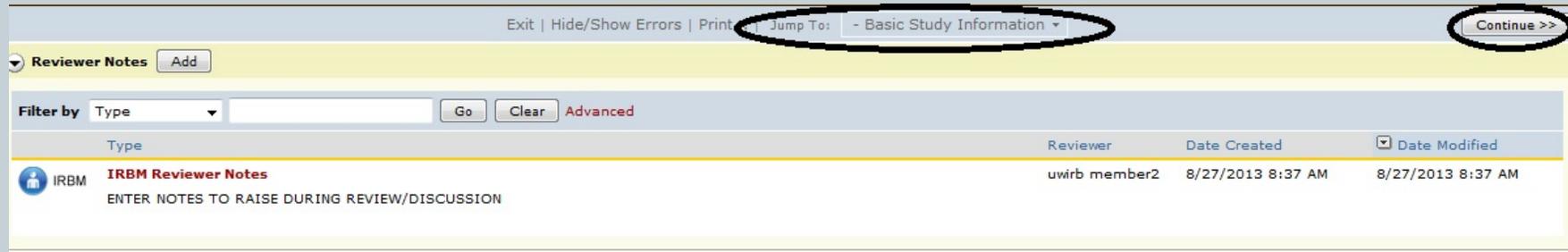
Pre-Submission → IRB Review → Approved

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

	Activity	Author	Activity Date
IRBSM	Item confirmed for IRB Agenda	ALLIET, LEE N	8/27/2013 7:45 AM CDT
IRBS	Scheduled for IRB meeting: ED/SBS IRB meeting on (8/31/2013)	ALLIET, LEE N	8/27/2013 7:44 AM CDT
IRBSM	Assigned to IRBS and IRB	ALLIET, LEE N	8/27/2013 7:44 AM CDT
Assigned to ED/SBS IRB			
PI / POC	Submission submitted for review	ALLIET, LEE N	8/27/2013 7:44 AM CDT
	Created study	ALLIET, LEE N	8/27/2013 7:40 AM CDT

# Primary Reviewer – Initial Review

- Move through the application using either the Jump To: menu or the Continue button



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

Reviewer Notes Add

Filter by Type  Go Clear Advanced

Type	Reviewer	Date Created	Date Modified
 IRBM <b>IRBM Reviewer Notes</b> ENTER NOTES TO RAISE DURING REVIEW/DISCUSSION	uwirb member2	8/27/2013 8:37 AM	8/27/2013 8:37 AM

# Primary Reviewer – Initial Review

- Enter Reviewer Notes

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

Reviewer Notes Add

Filter by Type  Go Clear Advanced

Type	Reviewer	Date Created	Date Modified
IRBM IRBM Reviewer Notes ENTER NOTES TO RAISE DURING REVIEW/DISCUSSION	uwirb member2	8/27/2013 8:37 AM	8/27/2013 8:37 AM

- The IRBM Reviewer Notes you enter, are only visible to you (but could potentially be auditable)
- IRBM Reviewer Notes will not be saved after the review
- The assigned IRB Staff Reviewer may have already sent back issues which have been addressed by the study team; this communication can be seen here by the Study Team, IRB Members, and IRB Staff

# Primary Reviewer – Initial Review

## ● Recommendation

**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

**Study: IRBM Training ( 2013-0065)**

**Description:** Training for ED/SBS IRB Members on Reviewing in ARROW

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

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

**Meeting Date:** 8/31/2013 1 p.m. **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	8/27/2013 7:45 AM CDT

- Complete the Reviewer Checklist activity, which will note your recommendation on the History tab

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

Activity	Author	Activity Date
IRBM Reviewer checklist Recommendation: Conditionally approve, pending modifications	member2, uwirb	8/27/2013 9:01 AM CDT

# Primary Reviewer – Initial Review



- **Reviewing as a Primary Reviewer**
  - Provide 2-3 sentence summary of application
  - Note recommendation for committee determination
  - Present any identified issues noted as Reviewer Notes

# Accessing Reviewer Notes



- From study workspace, under Reviewer Notes tab

Type	Reviewer	Date Created	Date Modified
<b>IRBM Reviewer Notes</b> Jump To: Consent Waiver Notes about issues or clean-up needed	uwirb member2	8/27/2013 9:13 AM	8/27/2013 9:13 AM
<b>IRBM Reviewer Notes</b> Jump To: Special Procedures Another note!	uwirb member2	8/27/2013 9:12 AM	8/27/2013 9:12 AM
<b>IRBM Reviewer Notes</b> Jump To: Basic Study Information ENTER NOTES TO RAISE DURING REVIEW/DISCUSSION	uwirb member2	8/27/2013 8:37 AM	8/27/2013 8:37 AM
<b>IRBM Reviewer Notes</b> Jump To: Supplemental Information One more note here.	uwirb member2	8/27/2013 9:13 AM	8/27/2013 9:13 AM
<b>IRBM Reviewer Notes</b> Jump To: Special Procedures This noted here	uwirb member2	8/27/2013 9:12 AM	8/27/2013 9:12 AM

- Expand the number of visible notes (defaults to only show 5 notes) at the bottom to ensure all can be viewed
- Sort by Reviewer to locate just your notes

# Accessing Reviewer Notes

- **From within application**

Type	Reviewer	Date Created	<input checked="" type="checkbox"/> Date Modified
IRBM IRBM Reviewer Notes ENTER NOTES TO RAISE DURING REVIEW/DISCUSSION	uwirb member2	8/27/2013 8:37 AM	8/27/2013 8:37 AM

- Open the Reviewer Notes section at the top of the application (click arrow to point down)
- Use the Next and Previous buttons to move between pages with Reviewer Notes  
(Note: this will move through all Reviewer Notes visible to you, not just the Reviewer Notes you entered)

# Primary Reviewer – Changes

- Change applications have two parts:

The screenshot displays the 'Current State' of an IRB application change. The sidebar on the left lists several actions: 'View Change Form', 'Printer Friendly Version (Form)', 'View Differences', 'View Modified Application', and 'View Modified Application Workspace'. The main content area shows the title 'Change: CP001 for IRB Study 2013-0064 (2013-0064-CP001)' and a table of details:

<b>Description:</b>	
<b>Principal Investigator:</b> uwirb pi1	<b>IRB Staff Reviewer:</b> uwirb member1
<b>Review Type Requested:</b> Full IRB Review	<b>Board:</b> ED/SBS IRB
<b>Version:</b> 1.0	<b>Original Study ID:</b> 2013-0064

Below the table, there is a workflow diagram with three steps: 'Pre-Submission' (light blue oval), 'IRB Review' (medium blue oval), and 'Approved' (dark blue oval), connected by arrows.

- Change Form: Provides a summary of the proposed changes
- Modified Application: The entire application – including the proposed changes – which will serve as the snapshot of the current entire study, upon approval. Find updated or new documents in the Modified Application.

# Primary Reviewer – Meeting Minutes



- **Notification**

Meeting ID: [SAMPLE ID]

Meeting: [[SAMPLE ID](#)]

You have been assigned to review draft minutes from a recent IRB meeting. Please log in to your ARROW account to review the draft minutes and record your comments.

- **Assignment**

HS/MR: Initials	HS/MR: PRS and Other	HS/MR: All	<b>Inbox: Meeting Minutes</b>	Upcoming Meetings	ED/SBS: Full	ED/SBS: Expedited & Other
Filter by ?	Name		Go	Clear	Advanced	
Name	Meeting Date	Committee	State			
SBS IRB meeting on (7/19/2013)	7/19/2013	SBS IRB	Draft Minutes Submitted			
1 to 3 of 3				10 / page		

- Access Meeting Minutes for your review on the Inbox: Meeting Minutes tab; click on appropriate Meeting Name

# Primary Reviewer – Meeting Minutes

- Review the Minutes for all protocols reviewed at the assigned meeting by clicking

Print Open Minutes  
& Print Closed Minutes  
(to review all)

Or click each protocol ID  
(to review individually)

The screenshot displays the IRBM interface for reviewing meeting minutes. It is divided into two main sections, each showing a 'Current State' sidebar and a table of 'Agenda Items'.

**Current State (Left Sidebar):**

- Draft Minutes Submitted:** A yellow header with four buttons: 'Print Open Agenda', 'Print Closed Agenda', 'Print Open Minutes', and 'Print Closed Minutes'. The 'Print Open Minutes' and 'Print Closed Minutes' buttons are circled in red.
- Activities:** A section with an IRBM icon and the text 'Submit Minutes Review Notes'. Below it, '(Meeting Complete)' is displayed.

**Agenda Items Table (Right):**

Type	Submission	Title
Other Old Business	2011-0534-CR001	Checking document change tracking, study 1
Other Old Business	2011-0534-CP001	Checking document change tracking, study 1
Other Old Business	2011-0534-RE001	Checking document change tracking, study 1
Other Old Business	2011-0535-CP001	Checking study location section, study 1
Other Old Business	2011-0535-CR001	Checking study location section, study 1
Other Old Business	IRB00002088-CR002	legacy applications for testing Dec. 9th, study 1
Other Old Business	IRB00002088-CP001	legacy applications for testing Dec. 9th, study 1
Initial Review	2011-0534	Checking document change tracking, study 1
Initial Review	2011-0535	Checking study location section, study 1
Initial Review	2011-0536	Testing CTRC thing, study 1

The second screenshot is identical to the first, but with the '2011-0534' submission ID in the 'Initial Review' row of the table circled in red.

# Primary Reviewer – Meeting Minutes

- When review of Minutes is complete, use the Submit Minutes Review Notes activity prior to Full Review meeting

**Current State**

**Draft Minutes Submitted**

Print Open Agenda

Print Closed Agenda

Print Open Minutes

Print Closed Minutes

**Activities**

IRBM **Submit Minutes Review Notes**

(Meeting Complete)

Agenda Items	History
Type	Subm
Other Old Business	2011-
Other Old Business	IRB00
Other Old Business	IRB00
Initial Review	2011-
Initial Review	2011-
Initial Review	2011-

Submit Minutes Review Notes

1.1 Are you requesting any revisions to the draft meeting minutes?

Yes  No [Clear](#)

1.1.1 If yes, please provide the IRB study number for the item(s) for which the minutes should be revised and describe the necessary revisions.

1.2 Pending any revisions noted above, are the draft meeting minutes ready to be ratified by the full IRB?

Yes  No [Clear](#)

1.2.1 If no, please explain.

[OK](#) [Cancel](#)