

Reviewer Notes

Reviewer notes are now represented by clickable chat bubbles both on the navigation menu and the application pages.

The screenshot displays a web application interface. On the left is a navigation menu with a 'Compare' button at the top. The menu items include 'Selected Species', 'Laboratory mouse', 'Species Basics (Species Details)', 'Justify Species Choice', 'Number of Animals', 'Bio Species Source', 'Wildlife Capture', 'Wildlife Release', 'Prior Use', 'Breeding and Genetically Modified Y/N', 'Breeding', and 'Genetically Modified or Transgenic Animals'. The 'Number of Animals' item is highlighted in orange and has a chat bubble icon with the number '1' next to it, circled in red. The main content area on the right is titled 'Number of Animals' and includes a 'Print' button. It contains three sections: '1. Maximum 3-year Total' with a question about the maximum number of animals and a text input field containing '0'; '2. Animal Number Justification' with a question about justification and a text input field containing '-updated to be 150'; and '3. Justifications and/or Experience'. A chat bubble icon with the number '1' is circled in red next to the text 'For renewals, provide an updated justification for the animals you require for the next three years.' An 'Exit' button is located at the bottom right.

The color of the bubble as well as other features tell you

1. How many notes on page
2. Whether there is a required response
3. If you have effectively addressed the note



Hollow message icon - no existing reviewer notes. Can create new ones.



Solid message icon with a number inside - existing, readable reviewer notes.



Solid message icon with red dot - contains a response required reviewer note.



Solid message icon with green check - all notes are resolved.

No Icon - there are no existing notes and you do not have permissions to create one a that time

Drug and Device Documents



Reviewer notes can be page level notes

1. Drug or Biological Product Documentation

1. For investigational (i.e., unapproved) drugs or biological products, upload the Investigator's Brochure(s).
2. If an IB is unavailable, upload a summary document detailing the agent's pharmacological and toxicological effects, safety and effectiveness in humans, and potential risks and side effects, if any.
3. For approved drugs or biological products, upload the most recent version of the package insert(s).

If drugs or biological products will be used in this study, upload any documents that apply (reference the above list for descriptions of applicable document types).



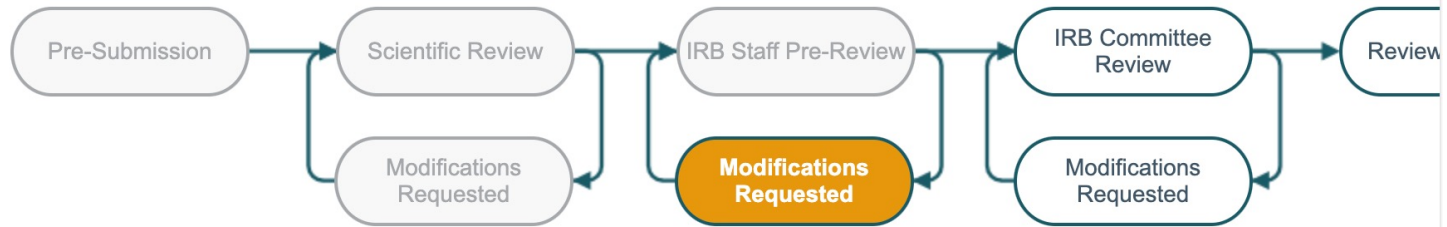
OR question level notes

+ Add

There are no items to display

The easiest way to see all the notes is to click on **Reviewer Notes** tab in the study workspace.

All reviewer notes are listed.



Clicking on the “Question” takes you to that page.

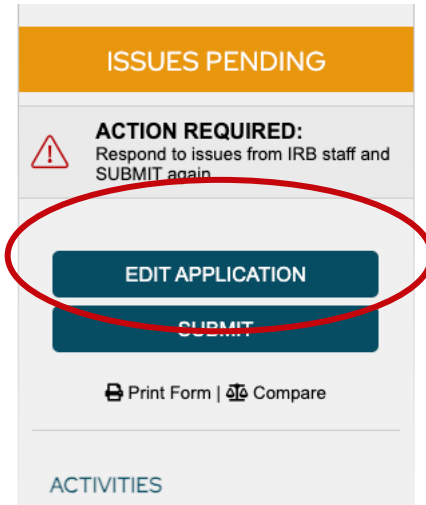
The screenshot shows the 'Reviewer Notes' tab selected in the study workspace. The tab is circled in red. Below the tab, there are two sub-tabs: 'Comments' and 'Documents'. A search bar is present with the placeholder text 'Enter search terms to filter list'. The list of notes includes:

- UI** Uwirb Irbs1 created **IRB Question** on July 3, 2024 11:10 AM for **Drug and Device Documents**
Question: If drugs or biological products will be used in this study, upload any documents that apply (reference the above list descriptions of applicable document types). **Response Required**
please include the brochure for XXX
- UI** Uwirb Irbs1 created **IRB Question** on July 3, 2024 11:13 AM for **Authorization and Waivers**
Question: Please select which option will be applied to fulfill HIPAA requirements: **Response Required**
It also appears that you will be creating a deidentified dataset. Please select and complete follow-on pages
- UI** Uwirb Irbs1 created **IRB Comment** on July 3, 2024 11:11 AM for **Drug and Device Documents**
comment

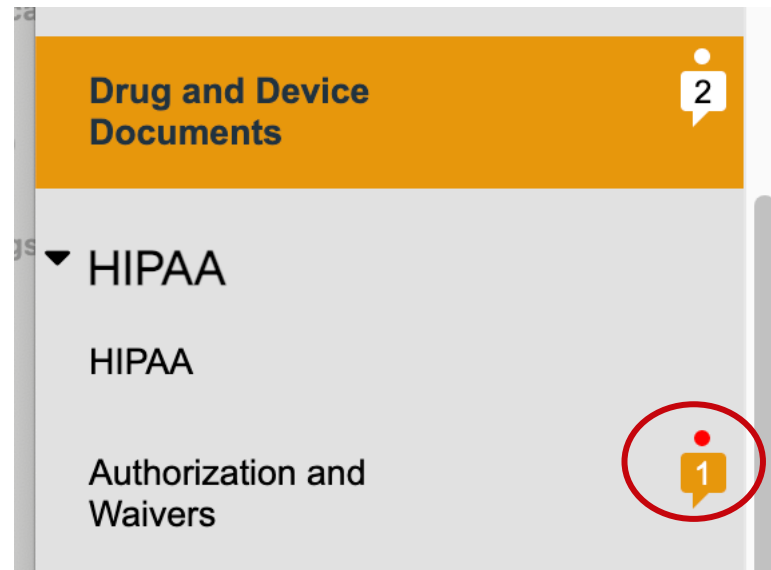
You must respond to the note in the application itself.



Alternatively, you can begin to Edit the application



And then use the navigation menu to identify pages with notes that require a response



To respond to a reviewer's note, click on the note bubble


1. HIPAA Requirement Fulfillment

* Please select which option will be applied to fulfill HIPAA requirements:




Which opens the review notes pop-up.

Then click on the REPLY button


 Close

Reviewer Notes

 **Uwirb Irbs1** **Response Required** IRB Question

It also appears that you will be creating a deidentified dataset.
Please select and complete follow-on pages

posted 7 minutes ago [Delete](#)

 Reply

Which opens the response screen.

1. Type your response in open text box (purple oval)
2. Click OK (red circle)
3. And THEN close (green oval)

Close

Reviewer Notes

UI **Uwirb Irbs1** **Response Required** IRB Question

It also appears that you will be creating a deidentified dataset.
Please select and complete follow-on pages
posted 7 minutes ago [Delete](#)

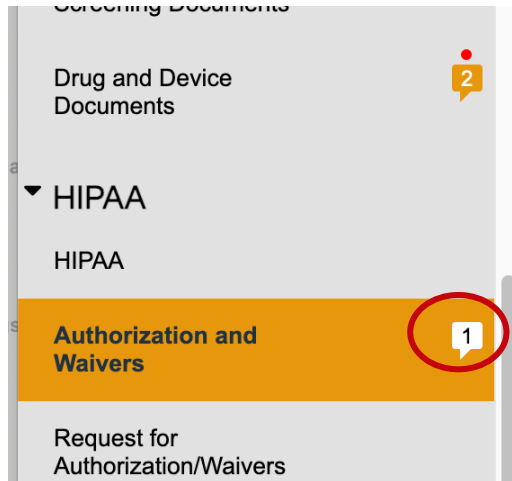
Enter text here

Attach Files **OK** Cancel

If you close before hitting OK, your response will not be saved.

When you respond to a review note, the reviewer note bubble no longer has the red dot above it and will not trigger an error message when you submit

As now, **BE SURE TO update the text in your protocol to address the question raised by the reviewer.**



1. HIPAA Requirement Fulfillment

* Please select which option will be applied to fulfill HIPAA requirements: 

- Request Partial Waiver or Altered Authorization
- Data Use Agreement or Internal Data Use Agreement for Use of Limited Data Set
- Create a De-identified Dataset
- Certification for Use of Decedent PHI


When the note is about information in a table, you must OPEN the table (click the update button) to see the reviewer note.

Anesthesia/Analgesia/Sedation ?

Species: *Laboratory mouse*

Used to relieve pain or distress an animal may experience as a result of the procedures and manipulations described in this species/group. For guidance on organizing information, click on the help icon above.

1. Anesthesia/Analgesia/Sedation Details

* Provide details for any anesthesia/analgesia/sedation substance or regimen you will use. 

+ Add

Name	Analgesia
Drugs and Compounds	-
Description	-
Monitoring Plan	<i>No Value Entered</i>

The number in the note bubble by a table indicates the total number of notes in that table


The table slides in from the right.
As with all notes, click on the note bubble to respond.
Click OK to close table

View IACUC Analgesic Anesthetic Sedative Details

▼ Response Required Reviewer Notes


- If the regimen will be used in conjunction with a ...

1. Analgesic/Anesthetic/Sedative or Regimen Name

* Name your analgesic/anesthetic/sedative or regimen (e.g. Isoflurane for Euthanasia). Later in your application, you will match this name to an associated location. 


Analgesia

2. Drugs or Compounds

* Provide the name of each drug or compound for this regimen. 


-

3. Description of Administration

* Describe the administration of each drug or compound for this regimen. Include dosage, route, duration, and other information about the regimen. 

-

4. Monitoring Plan

If the regimen will be used in conjunction with a non-surgical procedure, describe the anesthesia monitoring here. 

No Answer Provided

OK

Validate – Response to Notes

Ensure that you have addressed all the required reviewer notes.

The screenshot shows a software interface with a top navigation bar containing 'Validate' and 'Compare' buttons. Below the navigation bar, there are several sections:

- Drug and Device Documents:** This section has a red error icon with the number '2' and a red minus sign. Below it, a red error message reads: 'Drug Documents Reviewer Note [Author: Uwirb Irbs1 - please include the brochure for XXX]'. A red arrow points from this message to the explanatory text on the right.
- HIPAA:** This section is expanded to show 'HIPAA' with a green checkmark.
- Authorization and Waivers:** This section is highlighted in orange and has a white notification bubble with the number '1' and a green checkmark. A green arrow points from this checkmark to the explanatory text on the right.
- Request for Authorization/Waivers:** This section has a green checkmark.
- Application Complete:** This section is partially visible at the bottom.

Red error message includes details about outstanding issues

Green checks = page is complete – no outstanding reviewer notes

- To exit application, click the SAVE, then EXIT button in bottom right

The screenshot displays the ARROW SANDBOX application interface. At the top, the University of Wisconsin-Madison logo and name are visible, along with the text "ARROW SANDBOX" and "Application Review for Research Oversight at Wisconsin". The user is logged in as "Hello, Lynn Haynes". The main content area is titled "Supplemental Information" and contains a section "1. Additional Documents" with instructions to provide relevant documents. A "+ Add" button is present. At the bottom right, a navigation bar contains three buttons: "Exit", "Save", and "Continue". A red circle highlights these three buttons.

UNIVERSITY of WISCONSIN-MADISON

ARROW SANDBOX

Application Review for Research Oversight at Wisconsin

Hello, Lynn Haynes ▾

Validating Compare

Editing: 2024-0024 Print ▾

HIPAA

Authorization and Waivers 1

Request for Authorization/Waivers

Application Complete

Supplemental Information

Final Page

Supplemental Information

1. Additional Documents

Provide any additional relevant documents (e.g., supplemental statistical justification information), if applicable.

+ Add

There are no items to display

Exit Save Continue →

Click submit to send the protocol back to reviewers

The screenshot shows the Arrow Sandbox web interface. At the top, the University of Wisconsin-Madison logo and the text 'UNIVERSITY of WISCONSIN-MADISON' are visible. Below this is the 'ARROW SANDBOX' header in large yellow letters, with the subtitle 'Application Review for Research Oversight at Wisconsin'. A navigation bar contains 'My Home', 'IRB', 'IACUC', and 'Biosafety'. The main content area is titled 'LDH PBA 2024' and 'SSS'. On the left, a sidebar shows 'ISSUES PENDING' with an 'ACTION REQUIRED' warning: 'Respond to issues from IRB staff and SUBMIT again.' Below this are buttons for 'EDIT APPLICATION' and 'SUBMIT' (circled in red), and links for 'Print Form' and 'Compare'. The main content area has sections for 'APPLICATION DETAILS' (ID: 2024-0024, PI: Lynn Haynes, Reviewing Board: MRR IRB, Staff Reviewer: Uwirb Irbs1, Reviewer Contact: andrew.drinkwater@wisc.edu) and 'MILESTONES' (Date Submitted: 5/31/2024). A '+ MORE DETAILS' link is at the bottom.

UNIVERSITY of WISCONSIN-MADISON

ARROW SANDBOX

Application Review for Research Oversight at Wisconsin

My Home IRB IACUC Biosafety

ISSUES PENDING

ACTION REQUIRED:
Respond to issues from IRB staff and SUBMIT again.

[EDIT APPLICATION](#)

[SUBMIT](#)

[Print Form](#) | [Compare](#)

LDH PBA 2024

SSS

APPLICATION DETAILS

ID: 2024-0024
PI: Lynn Haynes
Reviewing Board: MRR IRB
Staff Reviewer: Uwirb Irbs1
Reviewer Contact: andrew.drinkwater@wisc.edu

MILESTONES

Date Submitted: 5/31/2024

[+ MORE DETAILS](#)