

WIC Review Process

The lead principal investigator (PI) for the study under consideration downloads and completes a *Project Description and Review Request Form* from the Wisconsin IRB Consortium (WIC) website (www.WICShare.com). The lead PI submits the completed form and requested attachments to his/her local IRB office for a research project involving more than one of the following institutions: Aurora, Marshfield Clinic, Medical College of Wisconsin, and/or University of Wisconsin-Madison.

The WIC Point of Contact (POC) for the lead PI's IRB reviews the submission and determines whether the submission qualifies for review under WIC procedures.

The WIC POC posts the materials on a restricted section of the WIC website and alerts relevant WIC POCs that a request for deferral of IRB oversight has been made and materials available for review.

IF INSTITUTION(S) DO(ES) NOT DEFER

- (1) PIs fill out and submit IRB documents for each institution engaged in human subjects research that declines to defer IRB oversight
 - (2) WIC POC from lead PI's site proposes IRB review order (usually lead site will conduct review first and share comments with other participating WIC institutions)
 - (3) WIC POCs from relevant institutions share their IRBs' comments via WIC Share website
- **When any institution declines deferral of IRB oversight, the WIC POC at that site is responsible for communicating this information.**

WIC POCs consider whether to defer IRB oversight to initiating institution or retain review of protocol, consulting with others as needed. Decisions communicated to other WIC POCs via email. The WIC POC from the lead PI's site communicates the decision of all the WIC POCs to the lead PI.

IF IRB REVIEW DEFERRED

- (1) Lead PI fills out IRB documents for reviewing institution
- (2) WIC POCs from institutions deferring IRB oversight conduct reviews to ensure compliance with institutional requirements (e.g., conflict of interest, other required institutional reviews)
- (3) WIC POCs from institutions deferring IRB oversight share any issues for consideration with the IRB providing oversight
- (4) WIC POC for the IRB of record ensures consent and HIPAA authorization issues for the site(s) deferring IRB oversight are addressed
- (5) After initial approval of the study, WIC POC from IRB providing oversight shares information about unanticipated problems and noncompliance that affect subjects, personnel, or facilities that would normally fall under the purview of the IRB(s) that have deferred oversight