

How to Prepare and Submit a WIC Request December 2016

Please follow the steps below when preparing a WIC request. If you have any questions about the WIC request and review, process, please contact the WIC point of contact at your institution for assistance (see list of WIC POCs below). For additional information about the WIC review process see What is the Wisconsin IRB Consortium (WIC)?

Step 1: Identify Sites and Personnel

When planning your study, identify which WIC sites and personnel will be involved. Confirm with these personnel that they are

- a) Aware of the study
- b) Committed to participating in a multisite study

Step 2: Prepare a Project Summary or Protocol

Develop a project summary or protocol that addresses all of the items in the WIC protocol format. If a project summary or protocol provides insufficient or incomplete information, it will be returned to the study team for revision.

Step 3: Address Local Institutional Requirements

Before submitting the WIC request, ensure that local institutional requirements for each site have been met. These requirements may include human subjects research protection training certification, conflict of interest disclosures, and administrative approvals external to the IRB offices. For details, see the following:

Aurora Health Care
Marshfield Clinic
Medical College of Wisconsin
University of Wisconsin-Madison

Step 4: Submit the WIC Request and Supporting Materials

After the steps above have been completed, submit the WIC request form, project summary or protocol and supporting documents (e.g. consent documents, recruitment materials, etc.) to the WIC point of contact at your institution.

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