

## How to Use WIC: Planning New Studies Involving WIC Sites/Personnel

**STEP 1:** Download and complete the WIC Project Description and Request Form located on the WIC website: <http://www.wicshare.com> The WIC form should be completed by the study team for the site at which most study activities will occur.

An IRB Administrator serves as a WIC POC for each site:  
Michelle Maternowski (Aurora)  
Lori Scheller (Marshfield)  
Connie Byrne (MCW)  
Carol Pech (UW Madison)

**STEP 2:** The study team submits the request and protocol to the WIC Point of Contact (POC) for his/her IRB. **DO NOT** submit any IRB applications to any WIC site at this point. Submit only one (1) request to only one (1) IRB.

Communication regarding the WIC request will be managed by the IRB Office. Please do **NOT** contact or submit applications to the other WIC IRBs at this point as this can cause confusion and delays

**Step 3:** The WIC Point of Contact (POC) for the IRB of Record will then contact the WIC POCs for the other involved sites to determine whether deferral or IRB review is appropriate and, if so, who will serve as IRB of record.

The IRB review process will not begin until all involved WIC sites have reviewed the study materials. The process for determining whether deferral is appropriate typically takes about 7-10 business days. Well-prepared applications help the process go smoothly.

Decisions regarding whether deferral of IRB review is appropriate depends on factors including, but not limited to, the following:

- Types of study interventions that will occur at the new sites;
- Role of the new personnel in the study
- Nature of the subject population
- Special local context issues; and
- Institutional standards for deferral of IRB review

Is deferral of IRB review for the proposed study appropriate

If an IRB for WIC site does **NOT** agree to defer, the study team will be asked to submit a separate IRB application to the IRB for that WIC site.

The IRB for that WIC site will then review the new application separately

If the involved WIC IRBs agree to defer IRB review to a single IRB of Record, the WIC POC will instruct the study team to submit an IRB Application to the IRB of Record. Formal IRB review process will then commence. IRBs for other WIC sites may provide the IRB of Record with comments that the study team will be asked to address during the IRB review process. This may include changes to the consent, assent, and/or authorization forms

Decisions to **NOT** defer IRB review are solely at the discretion of each involved IRB and not subject to negotiation

Once an IRB of Record has been identified for a WIC study, this decision can only be reversed by the involved IRB administrators.