ARROW Information and Tips (provided by Nancy Spilker/RARC, December 2014)

1. E-mails for the ARROW-IACUC will be sent from arrow@grad.wisc.edu. The ARROW e-mail address contains the word "grad" because the ARROW-IACUC server is supported by the Graduate School IT office. Please add this address to your Contacts and address books now, so that future ARROW e-mails do not inadvertently go into your Trash or Spam folders.

2. The PI must fill out the 1st page of the protocol ("Protocol Basics") to create a new protocol. He or she may include two names in question 5 as a "Protocol Writer." These people would then have the ability to complete the protocol for the PI. The PI should be sure to "save" this page before closing the protocol.

3. Once the protocol has been completed in ARROW, again, the PI will need to submit the protocol using his netid and password.

4. To access ARROW-IACUC, go to https://www.rarc.wisc.edu/about_arrow.html. Here you will find an FAQ about ARROW-IACUC, as well as instructions on getting started. To continue filling out a protocol (known as a "smartform") that has been started by a PI, click the link on the left-hand margin titled ARROW LOGIN. Using your NetID and password, enter the ARROW system and follow the prompts. Allow extra time when you first start, as there are many new questions to address and of course the "look and feel" of the web-based protocol is quite different from the Word document we're used to working with. You will be able to cut and paste text from your existing protocol into the ARROW smartform.

5. We strongly advise allowing extra time to enter animal care and use protocol information into ARROW-IACUC. As a web-based application the layout and format of the questions to be addressed are very different than the paper application. We need you to be our partners in ensuring protocols are entered into ARROW-IACUC in a timely manner so that the SVM Animal Care and Use Committee can review and approve the protocols efficiently to avoid delays in teaching, experimental work and in protocol expiration. Federal regulations prohibit any kind of "administrative extensions" to protocol approval periods.

6. For new and renewal protocols RARC veterinary pre-review is required and may be requested through ARROW-IACUC. Please allow an additional 5 business days for the completion of this pre-review. For more information about RARC veterinary pre-review, please contact Dr. Krugner-Higby.

7. When working within a protocol, the "Jump Around" button (at the top of the screen directly below the red ARROW banner) will help you quickly navigate to other parts of the protocol "smartform."

8. The "Hide/Show Errors" button (again below the red ARROW banner) will display those required questions that remain to be answered. Clicking on them will take you to the specific location in the "smartform" so you may answer them.

9. If the PI will be working with animals, be sure to add him or her as a staff member.

10. All staff members need to have completed the on-line Animal User Orientation class before you will be able to add them to your protocol.

11. All staff members should have assignments and qualifications associated with them.

12. Specifics about procedures are added in the appropriate "selected wildlife" area of the "smartform."

13. When adding UW locations to your protocol, it is quickest to search by room number. If the housing is in a vivarium, you could type the word vivarium and select the correct vivarium from the drop-down list. Rooms currently approved for use should appear in the UW Location list.

14. When adding purpose of location information, click on the building/room name and a pop-up will display where you may check the appropriate boxes.

15. As you familiarize yourself with this new program, remember one-on-one help and training on using ARROW-IACUC is available by request by e-mailing arrow_help@rarc.wisc.edu.

16. Feedback on ARROW-IACUC can be sent to arrow_help@rarc.wisc.edu. We appreciate it and need you to be our partners as we transition to this web-based program.

17. Finally remember, the rule of thumb is, any protocol which has been entered into ARROW (currently only new or renewals) would need to have all amendments, annual updates, etc. sent via the ARROW. Those protocols where the current 3 year approval was submitted via paper, will continue to have amendments, annual updates, etc. submitted the old way via paper.

Phasing in the ARROW system over a 3 year time frame is designed to minimize the extra work that would be necessary if everything had to be moved into ARROW at the same time.

Please contact Nancy Spilker (spilker@rarc.wisc.edu) for help navigating ARROW.