**Ann Arbor Research Operations AAROW Training**

**May Training Schedule – RDC, IRB, SRS**

**Key Dates:**

May 1 – End Users may begin to use AAROW for submissions for June committee meetings

 (RDC, IRB, SRS)

May 4 – Onsite Super User Training

May 15 – 19: Research Week, Emphasis on AAROW training

May 30 – Last possible date for committee-ready RDC and IRB submissions for June meetings

June 7 – First Research & Development Meeting via AAROW

June 8 – First IRB Meeting via AAROW

June 15 – First SRS Meeting via AAROW

**End User Demos:**

End – user demos will provide a class-room style tutorial on navigating AAROW, as well as providing tools and tips to support your ability to go back to your desk and start using AAROW for protocol and project submissions, and interacting with the regulatory committees.

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
| Wed, May 10 | 0830\* | G19 (Research Service) |
| Wed, May 10 | 1300\* | G19 (Research Service) |
| Mon., May 15 | 0930\* | A818 |
| Mon., May 15 | 1100 | A818 |
| Tues., May 16 | 0900\* | G19 (Research Service) |
| Friday, May 19 | 1000 | G19 (Research Service) |
| Wed., May 24 | 1300\* | G19 (Research Service) |

\*End User demo is followed by User Open Lab session

**User Open Labs:**

User Open labs provide an opportunity for users to bring a project/protocol and work on entering it into AAROW in the Research Service office with help at hand. You can also contact us if you want to schedule another time, or just contact the office (5-5600) while you are working on it if you need assistance. User labs can also be utilized by Board members for completing reviews of submitted protocols and completing board business.

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
| Wed, May 10 | 0900 – 1130\* | G19 (Research Service) |
| Wed, May 10 | 1330 – 1500\* | G19 (Research Service) |
| Mon., May 15 | 0930 – 1200\* | G19 (Research Service) |
| Tues., May 16 | 0930 – 1500\* | G19 (Research Service) |
| Mon., May 22 | 1230 – 1500 | G19 (Research Service) |
| Wed., May 24 | 1330 – 1530\* | G19 (Research Service) |
| Thur., May 25 | 0730 - 1200 | G19 (Research Service) |
| Wed., May 31 | 0900-1100 | G19 (Research Service) |

\*User Open Lab preceded by End User Demo

**Board Member Training:**

For board members (RDC, IRB, SRS): Learn to use the reviewer module and complete reviews of submitted protocols. Board members are welcome to attend the **User Open Lab** for conduct of committee work. Additional demo’s for class-room style overview of the board functions and completion of reviews are provided at the below times.

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
| Thur. May 4  | 11-12 | A818 |
| Wed., May 31 | 0830 | G19 Research Service |

*Additional dates for June will be published shortly*