

How to use Correspondence in iMedRIS

Graphical user interface, application, website

Description automatically generated2022

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**Correspondence under Study Assistant (for investigators/coordinators)**

# Viewing Correspondence

1. To view correspondence in iMedRIS, on the top left side of your screen, under the **My Workspaces** tab, hover over/highlight Study**,** then click on **View and Manage My Studies.** Note that if you are already in the Study tab, you can also click **View and Manage My Studies** under the **Featured Project Operations** section at the top of the page.

Graphical user interface

Description automatically generated with medium confidence

## OR

Graphical user interface, text, application, chat or text message

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1. You will see your list of studies/projects. **Click to Open** the study you wish to view.

Graphical user interface, application

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1. This will take you to the **Submissions** screen. Click **Project Correspondence**.

Graphical user interface, application

Description automatically generated

1. On the **Project Correspondence** screen, click the **Paper/Pencil** icon to read an email message.

Graphical user interface, text, application, email

Description automatically generated

Correspondence in iMedRIS will appear as follows.

Graphical user interface, text, application, email

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# Sending Correspondence

1. To send a correspondence, under the **My Workspaces** tab, hover over/highlight **Study,** then click on **View and Manage My Studies.** Note that if you are already in the Study tab, you can also click **View and Manage My Studies** under the **Featured Project Operations** section at the top of the page.

Graphical user interface

Description automatically generated with medium confidence

## OR

Graphical user interface, text, application, chat or text message

Description automatically generated

1. You will see your list of studies/projects. **Click to Open** the study you wish to view.

Graphical user interface, application

Description automatically generated

1. This will take you to the **Submissions** screen. Click **Project Correspondence**.

Graphical user interface, application

Description automatically generated

1. On the **Project Correspondence** screen, click **Add a New Correspondence**.

Graphical user interface, text, application, email

Description automatically generated

1. Next, on the left side of the screen, in the text box, type in the **Subject** of the email.

Graphical user interface, text, application, email

Description automatically generated

1. Next, click **Recipients**.

Graphical user interface, text, application, email

Description automatically generated

On **Correspondence Contact** screen, select the name of each person who should receive the correspondence. Be sure to click **Save Changes** when you are done with your selections.

Graphical user interface

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Type your message in the content/text box. Once you have completed your email message, click

## Save and Send Correspondence.

Graphical user interface, text, application, email

Description automatically generated

# Responding to Correspondence

**Note:** If you are in your email (Microsoft Outlook or Entourage) viewing the iMedRIS correspondence, do **not** click the Reply button in these programs. To respond to iMedRIS correspondence, you must open your internet browser, open iMedRIS, and use the Correspondence option on your project’s home page.

1. To send a correspondence, under the **My Workspaces** tab, hover over/highlight **Study,** then click on **View and Manage My Studies.** Note that if you are already in the Project Assistant tab, you can also click **View and Manage My Studies** under the **Featured Project Operations** section at the top of the page.

Graphical user interface

Description automatically generated with medium confidence

## OR

Graphical user interface, text, application, chat or text message

Description automatically generated

1. You will see your list of studies/projects. **Click to Open** the study you wish to view.

Graphical user interface, application

Description automatically generated

1. This will take you to the **Submissions** screen. Click **Project Correspondence**.

Graphical user interface, application

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On the **Project Correspondence** screen, click the envelope icon to respond to an iMedRIS correspondence.

Graphical user interface, text, application, email

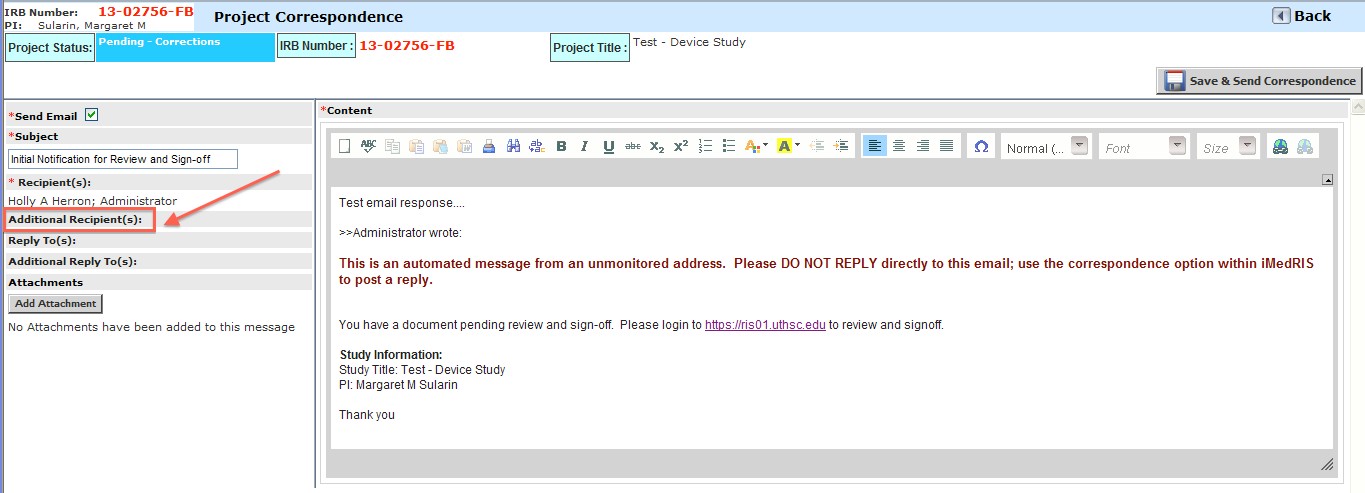
Description automatically generated

Type your response in the content/text box. Once you have completed your email message, click

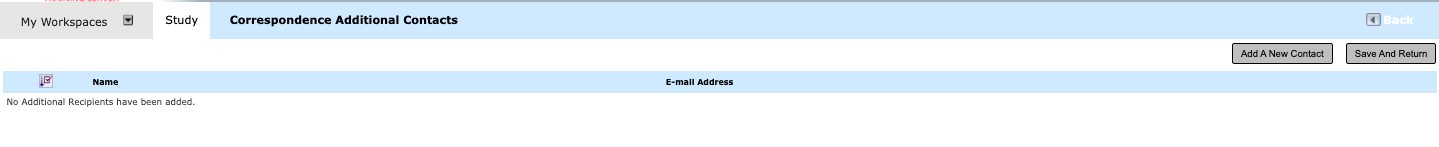
## Save and Send.

# Adding Additional Recipients

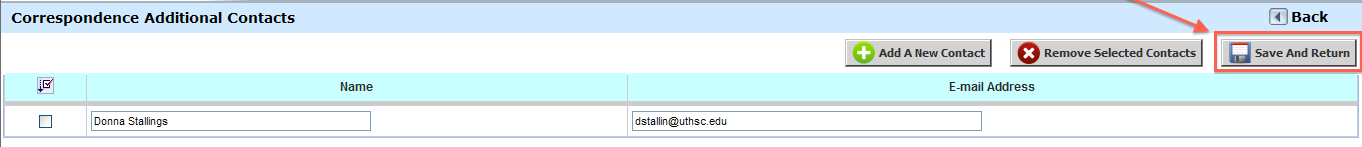
If you need to include someone else on the list of recipients of the correspondence who are not listed in the **Correspondence Contact** screen, click **Additional Recipients**.



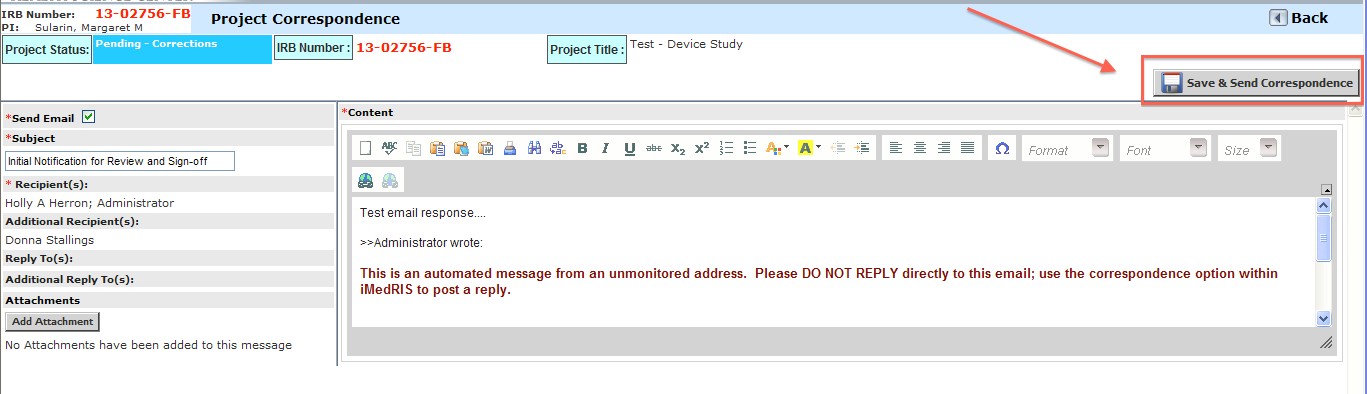
On the **Correspondence Additional Contacts** screen, click **Add a New Contact.**

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Type in the name and email address of the recipient. If more than one recipient needs to be added, click **Add A New Contact** for each additional recipient. Once all of the additional recipients’ names and email addresses have been included, click **Save and Return**.



Once you have completed your email message, click **Save and Send Correspondence**.



**Correspondence under IRB Assistant (for Board members)**

**Note**: If you are a Board member, IRB staff, or a Research Administrative Specialist for one of the IRB affiliated institutions, you will have access to the IRB Assistant tab.

# Issuing Correspondence

To issue correspondence in iMedRIS, on the top left side of your screen, under **the My Workspaces** tab, hover over/highlight **UTHSC IRB Assistant**, then scroll down to hover over/highlight **Correspondence & Notifications,** then Click on **Correspondence.** Note that if you are already in the IRB Assistant tab, you can also click Correspondence under the UTHSC IRB panel at the top of the page.

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This will take you to the **UTHSC IRB – Review Board Correspondence** screen. Click **Add a New Correspondence**.

Graphical user interface, text, application, email

Description automatically generated

Next, on the left side of the screen, in the text box, type in the **Subject** of the email.

Graphical user interface, text, application, email

Description automatically generated

Next, click I**RB Number** to select the appropriate study.

Graphical user interface, text

Description automatically generated

From the **Find a Project** screen, locate the appropriate study by Sponsor, PI, IRB number, etc., and click **Find**.

Graphical user interface, application, table

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Once you locate the project you wish to reference, click **Open** on the left side of your screen.

Graphical user interface, application

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This will return you to the **Review Board Correspondence** screen, and you will note that the IRB Number box is now populated with the IRB number.

Graphical user interface, text

Description automatically generated

Next, click **Recipients**.

Graphical user interface, text, application, email

Description automatically generated

In **Correspondence Contact** screen, select the name of each person who should receive the correspondence. Be sure to click **Save Changes** when you are done with your selections.

Graphical user interface

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You will be returned to the **Review Board Correspondence** screen.

Graphical user interface, text, application, email

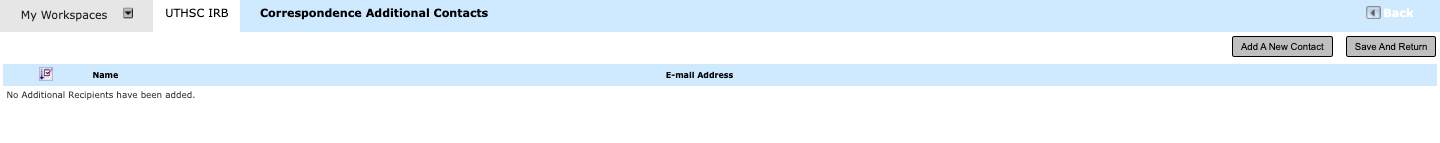
Description automatically generated

If you need to include someone else on the list of recipients of the correspondence who is not listed in the **Correspondence Contact** screen, click **Additional Recipients**.

Graphical user interface, text, application, email

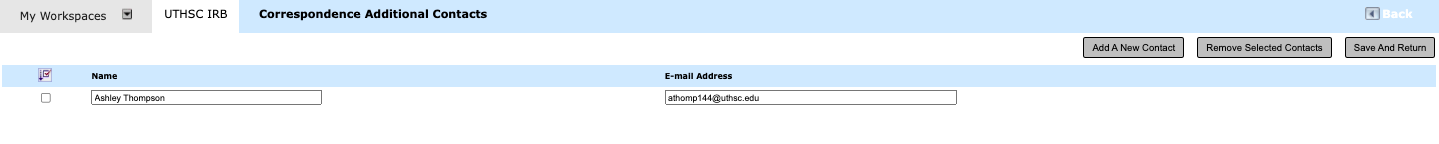
Description automatically generated

On the **Correspondence Additional Contacts** screen, click **Add a New Contact.**

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Type in the name and email address of the recipient. If more than one recipient needs to be

added, click **Add A New Contact for each additional recipient. Once all of the additional recipients’ names and email addresses** have been included, click **Save and Return**.



Type your message in the content/text box. Alternatively, use the template option near the top of your screen. To access the template option, click the down arrow, and a drop down menu will appear. Select the appropriate template, and click **Import Template**

Graphical user interface, text, application, Word

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Once the template has been imported, you will receive a text box message. Click **Ok.**

**Graphical user interface, text, application, email

Description automatically generated**

Click **Save and Send Correspondence** once you have completed your correspondence.