

Committee Member Guide



Central Authentication Service

NetID:

Password:

LOGIN

By logging in to this site, you agree to the terms of the [UT Acceptable Use Policy](#).



imedris-production

iMedRIS Production

[Forget your password?](#)

[Need help signing in?](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require

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Getting Started

1. Open your web browser. Make sure that you are using a version of an internet browser that is supported by iMedRIS.
 - Firefox
 - Safari
 - Google Chrome
2. Type in the iMedRIS home page web address (<https://imedris.uthsc.edu>) and the iMedRIS log-in screen will appear.

A screenshot of the iMedRIS login interface. On the left is the 'Central Authentication Service' box with fields for 'NetID:' and 'Password:', a blue 'LOGIN' button, and a link to the 'UT Acceptable Use Policy'. On the right is the 'imedris-production' box with a globe icon, the text 'imedris-production' and 'iMedRIS Production', and two links: 'Forget your password?' and 'Need help signing in?'.

3. Log in using your UT NetID and password. Additionally, you will need to authenticate using DUO. If you need to obtain a UT NetID, go to the University of Tennessee's Office of Information Technology website at <https://oit.utk.edu/accounts/forms/Pages/default.aspx>. If you are having trouble with your password, you may need to contact the Help Desk at 901.448.2222.

Navigational Tips

For security reasons, iMedRIS will log you out after 30 minutes of inactivity. There is a 25-minute warning that will ask you if you would like to continue working. If you are not available to click the button, you will lose any unsaved information when the system logs out. Before leaving the computer, make sure you have clicked



located in the top right corner of the screen before stepping away from your work.



Warning!

Your session is about to expire

Would you like to continue?

There has been no interaction with the system in 25 minutes. Session login is calculated on requests to the system.

Yes, Continue working

No, Logout (Changes on this form since the last save will be lost)

Investigator Navigation:

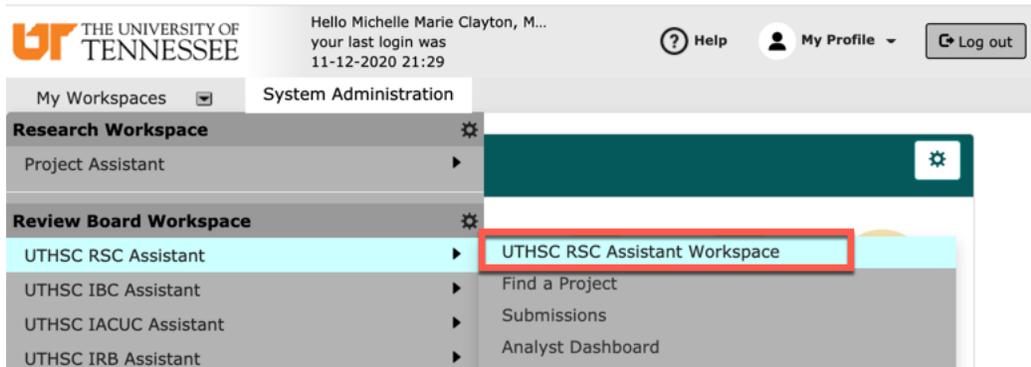
1. As an investigator, the home screen will appear as:

The screenshot shows the iMedRIS home screen for an investigator. At the top left is the University of Tennessee logo. The user's name, 'Hello Michelle Marie Clayton, M...', and login time '11-06-2020 09:23' are displayed. Navigation links include 'Announcements 1', 'Help', 'Tutorial', 'My Profile', and 'Log out'. A 'My Workspaces' dropdown menu is highlighted with a red box. Below the header, the 'Project Assistant' section is visible. It contains two main panels: 'Featured Project Operations' and 'Tasks'. The 'Featured Project Operations' panel lists: 'Create a New Project', 'Start a Project Submission Form', 'View My Projects', 'View My Projects Submissions', 'Track Approvals', and 'Forms Pending Submission' (with a red badge showing '17'). The 'Tasks' panel lists: 'View All Tasks' (with a red badge showing '23') and 'View Project Tasks' (with a red badge showing '23'). At the bottom, the 'Project Assistant' section is highlighted with a red box and contains three icons: 'Find a Project', 'My Appointments', and 'Department Schedule'.

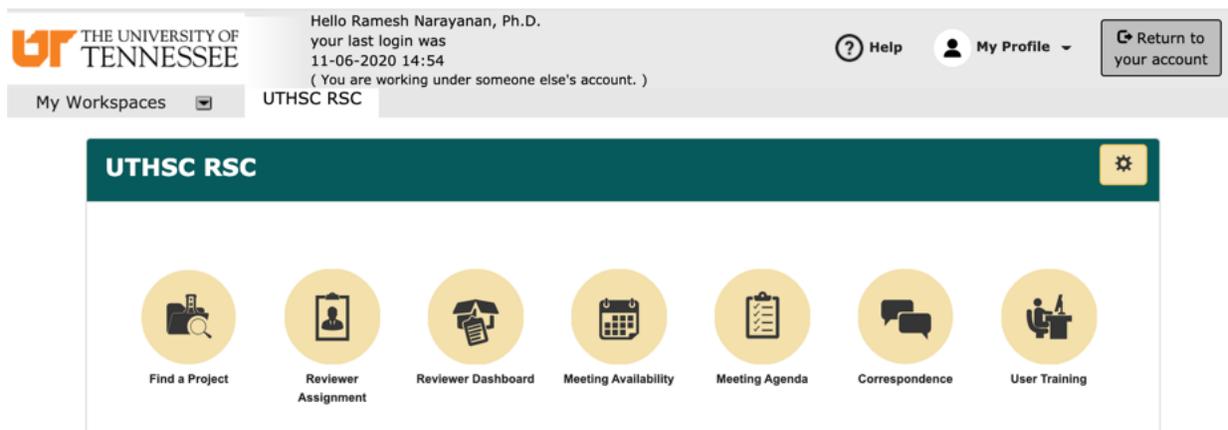
2. Under Featured Project Operations, you have the option to:
 - Create a New Project
 - Start a Project Submission Form
 - View My Projects
 - View My Projects Submissions
 - Track Approvals
 - Forms Pending Submission
3. Your menu selections are also available from a drop-down menu on the top left side of the home screen (**My Workspaces**). Your tasks are listed under 'All Tasks' and 'All Projects.' From any screen in iMedRIS, you can use the 'My Workspaces' drop-down menu to navigate to other areas.
4. The **Project Assistant** section will display several widgets where you are able to search your projects, create calendar appointments (this does not sync with outlook), and view your departmental schedule.

Board Member Navigation:

1. From the home screen, select the dropdown menu for 'My Workspaces' on the left side of the screen. Scroll down to 'UTHSC RSC Assistant,' then to 'UTHSC RSC Assistant Workspace.'



2. Your home screen will now include the following widgets:

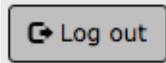


- **Find a Project:** By selecting the 'Find a Project' widget, you can search for RSC projects by Working title, PI, Department, RSC number, as well as other options.
- **Analyst Dashboard:** The 'Analyst Dashboard' widget allows you to view submissions you've been assigned by type, status, and process type.
- **Reviewer Dashboard:** The 'Reviewer Dashboard' widget allows you to view submissions you have been assigned by type, status, and process type.
- **Meeting Agenda:** After clicking the 'Meeting Agenda' button, you can navigate using the green arrows at the top of the screen. Any documents that need to be reviewed are listed under Review Documents (left side of screen).
- **Meeting Minutes:** The 'Meeting Minutes' widget provides documents detailing past meetings.
- **Meeting Availability:** You may login at any time and indicate which meetings you will or will not be able to attend. You can indicate your availability for an upcoming meeting by selecting the Meeting Availability tab, and selecting the circles beside 'Will Not be Present' and 'Available for Review.' Before leaving the page, click 'Save the availability to retain your selections.'

Key Icons:



- The logo in the top left corner of the screen allows you to return to the iMedRIS home page.



- The button in the top right corner of the screen allows you to exit the iMedRIS system. The system will not automatically save any changes you have made.



- The button in the top right corner of the screen provides links to the iMedRIS Guides & Tips, as well as links to RSC policies and procedures.



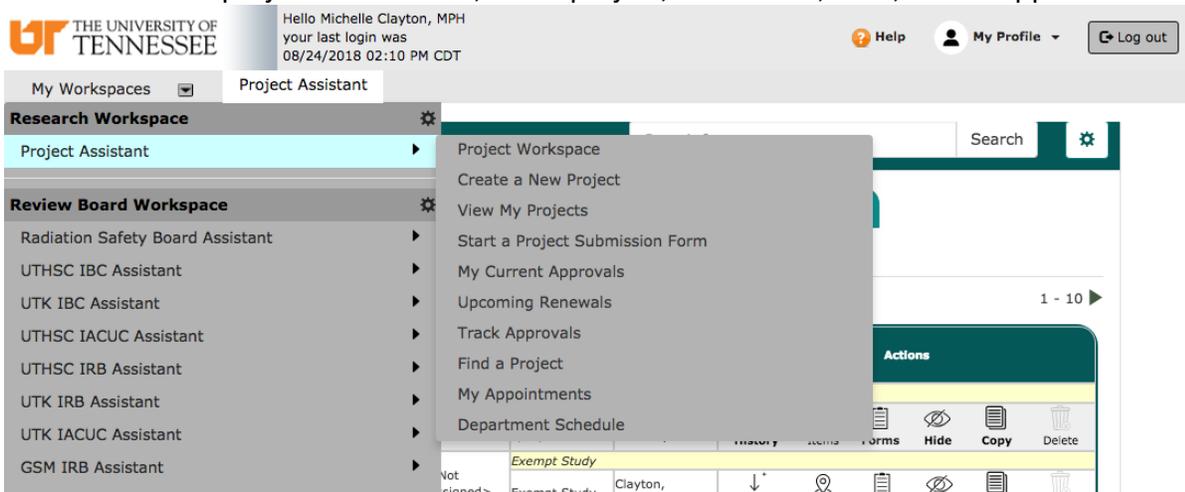
- The button in the top right hand corner of the screen will take to the previous page. DO NOT USE the back button on your internet browser when you are in iMedRIS. To navigate back through the application, click on the links through 'My Workspaces' on the top left side of the screen. The 'Back' button will NOT take you back one page (to the previous section), when you are working on an application.

- The iMedRIS banner (the bar at the top of the screen) contains several navigation links to assist you as you work in iMedRIS. The Path section allows you to move between pages in iMedRIS.



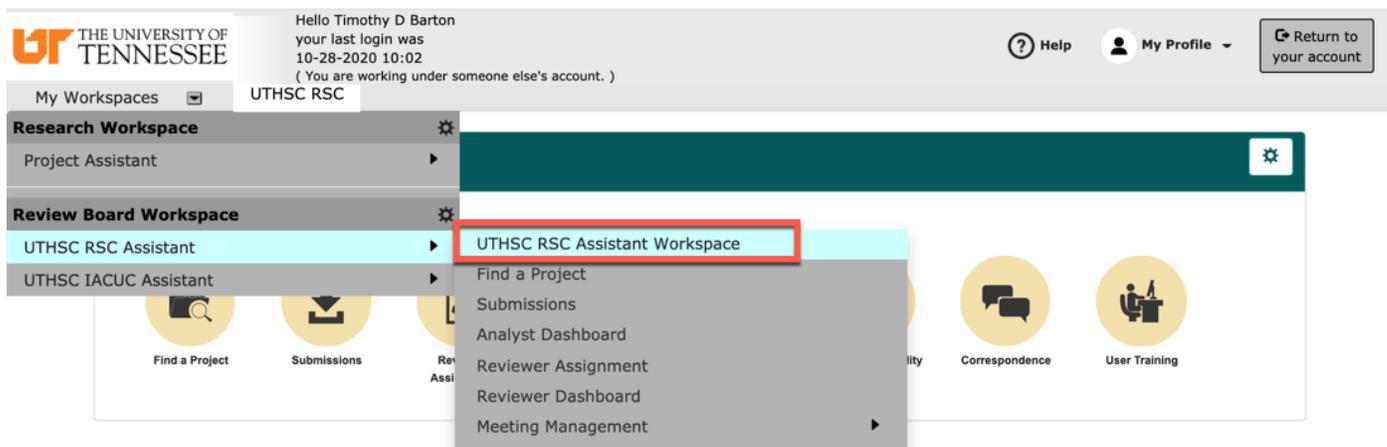
- The drop-down menu selection (located on the top right side of the home screen) contains account information, announcements, the help menu, a list of completed tasks, and correspondence.

- The Project Assistant tab in the 'Research Workspace' menu (located on the left side of the home screen) contains the options to add a new project (study protocol) as an investigator, view current project information, find a project, and to edit, view, or add appointments.

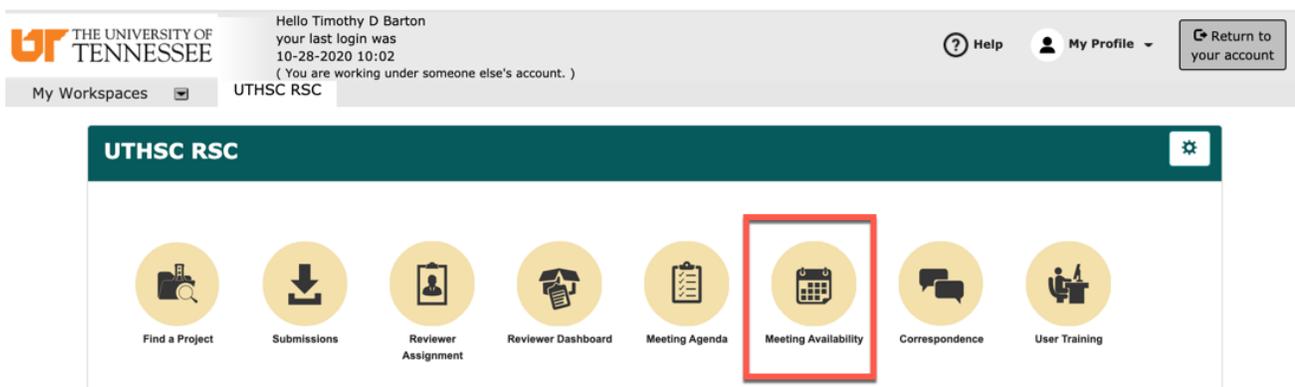


Meeting Availability

- The RSC meeting schedule for an entire year is listed in iMedRIS. You may log in at any time and indicate which meetings you will or will not be able to attend.
- To indicate if you will be able to attend an upcoming RSC meeting or whether you will be available to review a submission, complete the following steps:
 1. Open your web browser, and navigate to <https://ris01.uthsc.edu>. The login screen will appear. See Navigational Tips (page 4) for more information.
 2. Log in using your UT NetID and password.
 3. If you are assigned to more than one review board, such as the UTHSC IRB Review Board, select the 'My Workspaces' drop-down list, and you will be given options that include the UTHSC RSC review board:



4. There are 2 ways to select your meeting availability.
 - a. From the 'My Workspaces' dropdown list, navigate to UTHSC RSC Assistant > Meeting Management > Meeting Availability.
 - b. Alternatively, you can select the Meeting Availability widget from your UTHSC RSC Assistant Workspace.



- On the Meeting Availability screen, you will see 4 columns.

Account: Timothy D Barton (You have switched accounts.)
 Department: UTHSC - VC-AFSA - Safety Affairs
 Path: Home

My Workspaces UTHSC RSC Board Meeting Availability

Committee 1 Committee Meeting: 12/10/2020 @ 02:00 PM

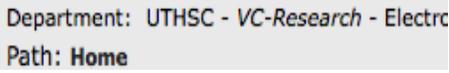
Members Name	Will be Present	Will Not be Present	Available for Review
Barton, Timothy D	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Izaguirre, Enrique W	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lee, Sue Chin	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Narayanan, Ramesh	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Ray, Ramesh M	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Robinson, Jabari	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shintaku, Werner	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save the availability

The ‘Will be Present’ and ‘Will Not be Present’ columns allow you to select whether you will be attending the upcoming meeting. The Available for Review column allows you to dictate whether you can accept a review assignment, but the default for this column is Yes.

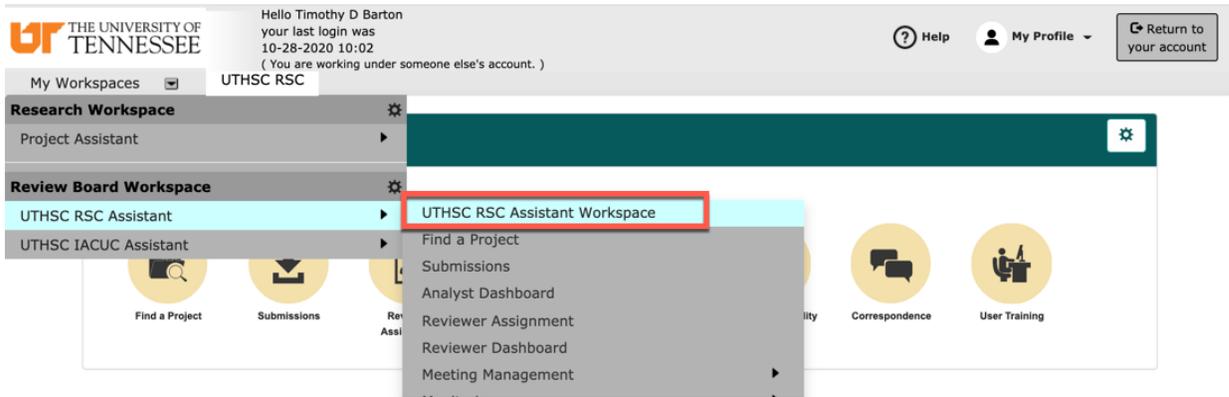
- Once you have indicated if you will be present for an upcoming meeting, click the  button in the upper right-hand corner to update your response.

- To return to the home page, click one of the following icons:

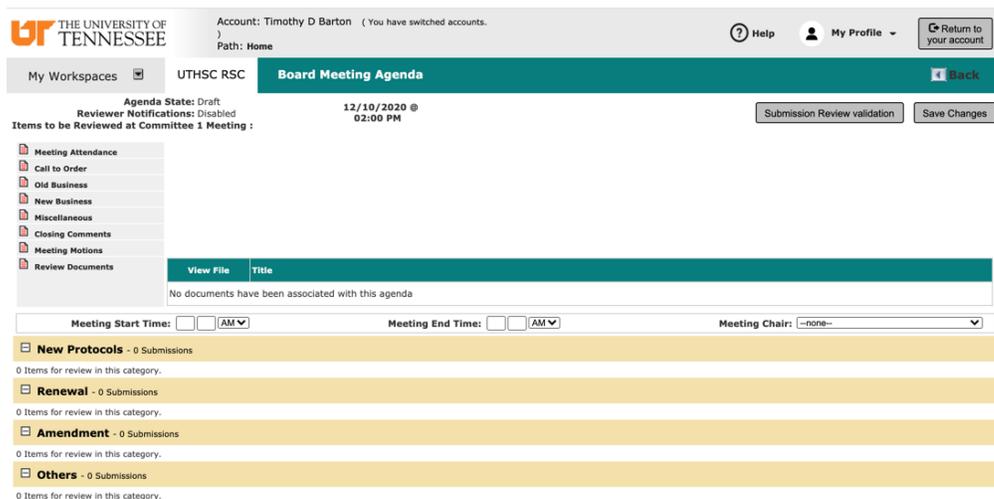
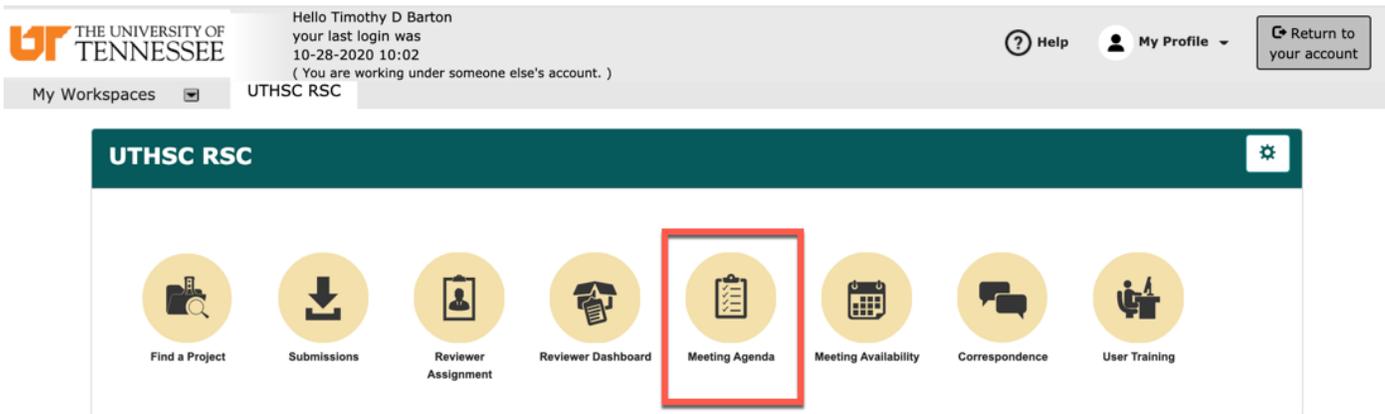
-  Located in the upper right corner of the screen
-  Located in the top, middle of your screen
-  Located in the upper left corner of your screen
- Alternatively, you may click the  button in the upper right corner if you have completed working in iMedRIS.

Meeting Agenda

- Open your web browser, and navigate to <https://ris01.uthsc.edu>. The login screen will appear. See Navigational Tips (page 4) for more information.
- Log in using your UT NetID and password.
- If you are assigned to more than one review board, such as the UTHSC IRB Review Board, select the ‘My Workspaces’ drop-down list, and you will be given options that include the UTHSC RSC review board:



4. There are 2 ways to select your meeting agenda:
 - a. From the 'My Workspaces' dropdown list, navigate to UTHSC RSC Assistant > Meeting Management > Meeting Agenda.
 - b. Alternatively, you can select the Meeting Agenda widget from your UTHSC RSC Assistant Workspace.



1. Notes:
 - a. To open a submission, select the pencil and paper icon beside the study.

- b. Any documents that are to be reviewed at the meeting will be listed at top of the agenda under Review Documents (left tab).
- c. All submissions have the RSC number, submission type, PI, and date of submission. Once the meeting agenda has been finalized and the reviewers notified, they will also be listed.
- d. A submission that is listed twice means that the submission was returned to the researcher to address some recommendations. The researcher's response will have a red asterisk (*) next to the study title.
- e. Sometimes, next to a submission, you will see . This symbol indicates that a board member has a Conflict of Interest (COI) with the submission. If you move your cursor over the symbol, a box will appear listing the names of the board members who have conflict of interest with this study.

Menu Options

General Information	1
Submission Components	2
Correspondence	3
Submission History	4
Pre-review Screening	5
Review Checklist and Comments	6
Review Summary	7
Recommendation	8

1. Once you have opened a study from the meeting agenda, you are presented with various menu options. The default option is General Information. This section provides a summary of the study, lists the key study personnel associated with the study, and lets you know whether there are any other submissions currently submitted for review by the RSC.
2. Click on Submission Components on the left side of your screen to access the study application and any additional submission components such as sponsor-related documents.
3. To view any correspondence associated with a submission, click Correspondence. For more information regarding viewing, sending, and receiving correspondence via iMedRIS, see the Correspondence guide located on the IRB website at <http://www.uthsc.edu/research/documents/protected/irb/imedris-correspondence.pdf>.

- The submission history provides real-time tracking of the submission through iMedRIS. For example, it lets you know when the investigator signed off on the submission, when the RSC received the submission, when the reviewer(s) were assigned, when a submission was returned to the researcher, etc.

Submission History ⓘ

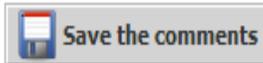
	Status	View Details	Date Received / Date Completed	Event Description
+			05/30/2018 06:11 PM CDT / 06/01/2018 11:29 AM CDT	John M Denton has been assigned as the analyst.
+			05/30/2018 03:59 PM CDT /	UTHSC IBC received the submission
+			06/01/2018 11:29 AM CDT / 06/05/2018 09:41 AM CDT	All reviewers completed the review of the submission.
+			05/30/2018 06:13 PM CDT / 06/01/2018 11:29 AM CDT	Mark A Miller, PhD has been assigned as the Primary for an Administrative Review on the UTHSC IBC UPDATE or AMENDMENT
+			05/30/2018 06:13 PM CDT / 05/31/2018 09:35 AM CDT	Ramesh Ray has been assigned as the Secondary for an Administrative Review on the UTHSC IBC UPDATE or AMENDMENT
+			05/30/2018 06:11 PM CDT / 05/30/2018 06:11 PM CDT	UTHSC IBC assigned a Pre-review action of Process Administratively
+			05/30/2018 03:59 PM CDT / 05/30/2018 03:59 PM CDT	Send Email with Merge Code
+			05/30/2018 03:58 PM CDT / 05/30/2018 03:59 PM CDT	Thomas Wong as Study Contact review and apply signoff
+			05/30/2018 03:49 PM CDT / 05/30/2018 03:58 PM CDT	UTHSC IBC UPDATE or AMENDMENT is waiting to be submitted

- The pre-review screening tab is used by RSC staff to assign reviewers to a study submission.
- To view the comments of the reviewer(s), click Review Checklist and Comments. Next, click

[View/Edit](#)



to see the reviewer's comments regarding this submission. If you have a comment that you would like to add and you were not assigned as a reviewer of a submission, click Add Member Comments. Once you have selected the Add Member Comments button, you will be able to add comments to a text box. Before leaving the page, click the



button to retain your work. Your comments will be available under the Member Comments section of the Review Checklist and Comments tab.

Account: Michelle Clayton, MPH
Path: Home > submissions

My Workspaces: IBC Number: 16-517 UTHSC IBC UTHSC IBC UPDATE or AMENDMENT

Protocol Items: Miscellaneous: Submission Forms

Ref Number: 679716 IBC Number: 16-517 Project Title: Modulation of miR29a and ADAM12 to improve peripheral arterial disease outcomes in diabetes

Project Status: HSC IBC - Approved IBC Expiration Date: 01/23/2019

Print Friendly Add Member Checklist Add Member Comments Save the Review Status

View/Edit	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed	Share Review with other Boards
	Primary	Miller, Mark A, PhD	Yes	05/30/2018	06/01/2018	
	Secondary	Ray, Ramesh	Yes	05/30/2018	05/31/2018	

Member Check List

Delete Members Name

No member checklists have been assigned to the submission

Member Comments

No Comments entered

7. The Review Summary tab will display a summary of the reviewer(s) comments.

[Print Friendly](#)
[Merge Comments into Provisos](#)
[Merge Comments into Submission Discussion](#)
[Save the CheckList Status](#)

- General Information
- Submission Components
- Correspondence
- Submission History
- Pre-review Screening
- Review Checklist and Comments
- Review Summary**
- Submission Discussion
- Proviso
- Outcome
- Outcome Letter
- Submission Complete

Review Summary ?

General Submission Information

Revised 7/26/17

			IBC #:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark A Miller, PhD 16-517
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ramesh Ray 16-517
Principal Investigator:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark A Miller, PhD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ayotunde Dokun, MD, PhD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ramesh Ray Ayotunde Dokun, MD, PhD
Study Title:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark A Miller, PhD Modulation of miR29a and ADAM12 to improve peripheral arterial disease outcomes in diabetes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ramesh Ray Modulation of miR29a and ADAM12 to improve peripheral arterial disease outcomes in diabetes
Reviewer's Name:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark A Miller, PhD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark A Miller, PhD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ramesh Ray Ramesh Ray
List of Reviewers:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark A Miller, PhD

8. Click Proviso to see the list of required changes, if any, that were sent to the researcher prior to the RSC meeting. They may or may not be linked to an application.

THE UNIVERSITY OF TENNESSEE
Account: Michelle Clayton, MPH
Path: Home > submissions

[Help](#)
[My Profile](#)
[Log out](#)

My Workspaces
IBC Number: **16-517**
UTHSC IBC
UTHSC IBC UPDATE or AMENDMENT
[Back](#)

Protocol Items
Miscellaneous
Submission Forms

Ref Number: **679716**

Project Status: **HSC IBC - Approved**

IBC Number: **16-517**

IBC Expiration Date: 01/23/2019

Project Title: Modulation of miR29a and ADAM12 to improve peripheral arterial disease outcomes in diabetes

[Print Friendly](#)
[Add Multiple](#)
[Add New](#)
[Add Pre-defined](#)
[Save Proviso](#)

- General Information
- Submission Components
- Correspondence
- Submission History
- Pre-review Screening
- Review Checklist and Comments
- Review Summary
- Submission Discussion
- Proviso**
- Outcome
- Outcome Letter
- Submission Complete

Provisos to be sent for Response ?

Delete	Edit	Sorting Number	Proviso Type	Follow-up Due	Proviso	Requested By	Link To Component
		1	Proviso must be addressed	N/A	xxxx - Proviso 1	Created By: Michelle Clayton Edited By: Michelle Clayton	Click to link
		2	Proviso must be addressed	N/A	xxxx - Proviso 2	Created By: Michelle Clayton Edited By: Michelle Clayton	Click to link

Navigational Bar

- To access documents associated with a study such as the study application, other submission forms, etc., use the navigational bar located at the top of your screen. To view components of any of the navigational bar dropdowns, hover over them, and select the item of interest.

- Under Protocol Items, the application and other study documents are located.
 - Under Miscellaneous, study summary information, submission history, study correspondence, and internal documents are located.
 - Under Submission Forms, all available submission forms (Amendment, Annual Renewal, Third Year Renewal, Closure) and the Routing Form are located.
- By selecting Application (Under Protocol Items on the Navigational Bar), you will be taken to a page that provides access to each version of the study application.

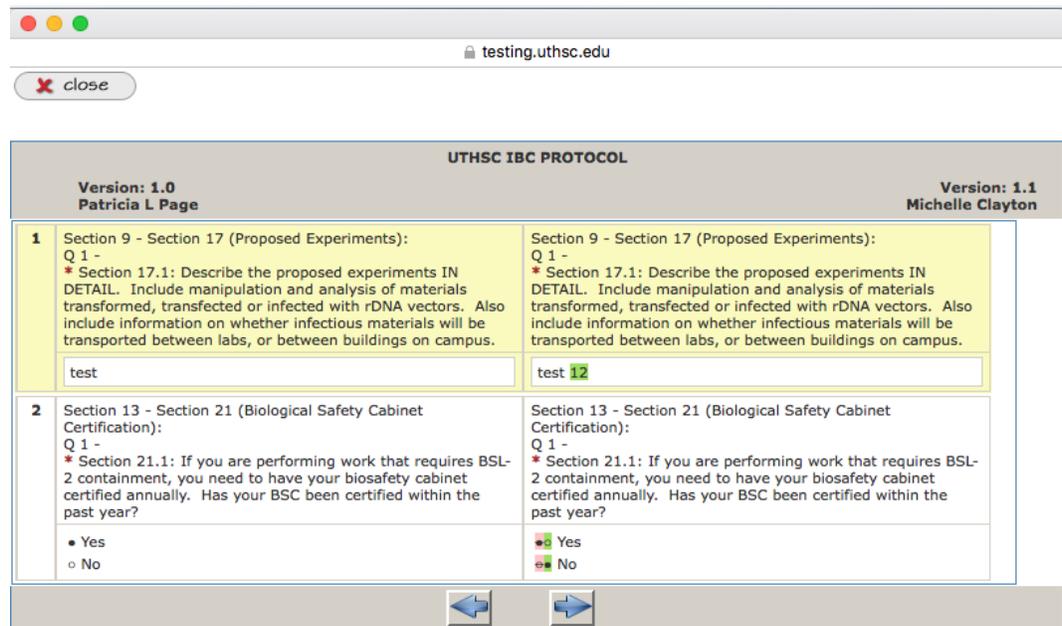
- To view the Application, select the  button.
- Use the  button to navigate back to the previous screen.
- Any time a change is made to the study application, a new version is created. When

this occurs, you will see a  icon. By clicking on the folder icon, you will see all versions of application, in order of most recent (top) to oldest (bottom).

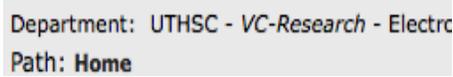
- To compare 2 versions of the study application, select the checkboxes to the left of the applications, and then select the 'Compare Two Selected Versions' button.

	Show Rev.	Edit/View	Project Application	Approved	Approval Date	Created By	Date Created	Modified by	Date Modified
<input checked="" type="checkbox"/>			UTHSC IBC PROTOCOL APPLICATION (Version 1.9)	No		Thomas Wong	05-30-2018 15:33	Thomas Wong	05-30-2018 15:58
<input checked="" type="checkbox"/>			UTHSC IBC PROTOCOL APPLICATION (Version 1.8)	Yes	07/18/2017	Thomas Wong	07-17-2017 11:56	Thomas Wong	07-17-2017 12:14

- e. Once you have selected the compare button, a pop-up window will appear with a summary of the changes made. Additions are displayed in green, and deletions are highlighted in pink. The arrows at the bottom of the screen will allow you to move between differences.



8. To return to the home page, click one of the following icons:

- a.  Located in the upper right corner of the screen
- b.  Located in the top, middle of your screen
- c.  Located in the upper left corner of your screen
- d. Alternatively, you may click the  button in the upper right corner if you have completed working in iMedRIS.

Steps to Reviewing/Approving a Submission

1. You will receive an iMedRIS generated email notification that you have been assigned to review an RSC submission. This email will arrive in your UTHSC email account and a copy will also be stored under the Correspondence tab in iMedRIS. You will have 3 business days to complete your review.
2. Open your web browser. Make sure that you are using a version of an internet browser that is supported by iMedRIS.
 - a. Internet Explorer (not IE version 10)
 - b. Firefox
 - c. Safari
 - d. Google Chrome
3. Type in the iMedRIS home page web address (<https://imedris.uthsc.edu>) and the iMedRIS log-in screen will appear.

The iMedRIS login screen is divided into two main sections. The left section, titled 'Central Authentication Service', contains a 'NetID:' field, a 'Password:' field, a blue 'LOGIN' button, and a link to the 'UT Acceptable Use Policy'. The right section, titled 'imedris-production', includes a globe icon, the text 'imedris-production' and 'iMedRIS Production', and two links: 'Forget your password?' and 'Need help signing in?'.

For security reasons, please log out and exit your web browser when you are done accessing services that require

4. Log Log in using your UT NetID and password. Additionally, you will need to authenticate using DUO. If you need to obtain a UT NetID, go to the University of Tennessee's Office of Information Technology website at <https://oit.utk.edu/accounts/forms/Pages/default.aspx>. If you are having trouble with your password, you may need to contact the Help Desk at 901.448.2222.

- To open your reviewer assignment, you have two options. Option one is to open your 'Reviewer Dashboard' under your UTHSC RSC workspace. Option two is to open the 'Reviewer Assignment' under all tasks. Click the pencil and paper icon beside the study you have been assigned to view the study.



 Hello Ramesh M Ray
 your last login was
 11-16-2020 14:09
 (You are working under someone else's account.)

[? Help](#)

[My Profile](#)

[Return to your account](#)

My Workspaces
UTHSC RSC

UTHSC RSC
⚙️



Find a Project



Submissions



Analyst Dashboard



Reviewer Assignment



Reviewer Dashboard



Meeting Agenda



Meeting Minutes

All Tasks
⚙️

Outstanding
Completed

All Tasks
Project Tasks
Task List:

2 result(s) found... 1 - 2

Click to open	Task Type	Received	Description
	Reviewer Assignment	11/17/2020 01:15:25 PM CST	Ramesh M Ray has been assigned as the Secondary Reviewer for an Administrative Review on the Routing Form: Initial Review Submission Form
	Reviewer Assignment	10/21/2020 04:57:53 PM CDT	Ramesh Ray has been assigned as the Safety Pre-Reviewer for an Administrative Review on the Routing Form for Form 1: Initial Review Submission Form

- After the study has been opened, you will now be able to view the reviewer form. iMedRIS defaults to the Section View of the form. On the first page, information about the study, a list of reviewers, and submission components are listed. To begin your review, select Save and Continue to Next Section.

The screenshot shows the 'Submission Review Form - UTHSC RSC - (Version 1.0)' in 'Section view of the Form'. The form is divided into several sections:

- 1.0 General Submission Information:** Contains fields for PI (Michelle Marie Clayton, MPH) and Title (changing branching RSC 10/29/20).
- 1.1 Protocol Information:** A section highlighted with a red box.
- 1.2 Reviewer Assignment:** A table with columns: Reviewer Role, Reviewer, Completed?, Date Notified, and Date Completed. A reviewer 'Ray, Ramesh M' is listed as a Secondary Reviewer with a completion date of 11/17/2020.
- 1.3 Reviewer Comments:** Includes buttons for 'Add a new comment' and 'Delete selected comment(s)'. A table below has columns for Rank, Reference, and Item Number(or name).
- 1.4 Protocol components listed below:** A section highlighted with a red box, containing a table of submission components.

Submission Component Name - Version	More Details
Routing Form: Initial Review Submission Form - (Version 1.0)	
UTHSC Radiation Safety - (Version 1.0)	
Dried Plum Coffeecake _ King Arthur Baking - (Version 1.0)	

- Alternately, you may want to open the **Reviewer Panel**. This will open the submission components in a new window, allowing you to view the application responses given by the PI while completing your review (by expanding the Submission Form(s) and Application tabs).

The screenshot shows the 'Submission Review Panel' with the following details:

- Project Status:** Pending - Submitted for I...
- Ref Number:** 709831
- Project Title:** changing branching RSC 10/29/20
- Close Panel:** (Close icon)

The left sidebar lists the following submission components:

- Submission Form(s):** Routing Form: Initial Review Submission Form (Version 1.0)
- Application:** UTHSC Radiation Safety (Version 1.0)
- Document(s):** Dried Plum Coffeecake _ King Arthur Baking (Version 1.0)

The main area displays the message: **Welcome to Submission Review Panel**. Click on the submission components you would like to review from the left-side menu.

- If you would rather view a printed version of the submission attachments, open the appropriate document and click the **Print Friendly** button, located at the top of the screen. You will be prompted to select a format (HTML or PDF) and then click Apply Selection.

Select the Print Friendly Method: X

HTML Form

PDF Form

Cancel
 Apply Selection

- If you would like to generate a PDF packet of the documents, you can do so by selecting the appropriate checkboxes under Submission Components, and then selecting the 'Create PDF Packet' button.

1.4 Protocol components listed below.

Items in Folder View
 Clear Viewed Item(s)
 Create PDF Packet

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name - Version	More Details
Submission Form(s)				
<input type="checkbox"/>			Routing Form: Initial Review Submission Form - (Version 1.0)	
<input type="checkbox"/>			UTHSC Radiation Safety - (Version 1.0) - You already viewed this item	
Document(s)				
Category: IRB Protocol				
<input type="checkbox"/>			Dried Plum Coffeecake _ King Arthur Baking - (Version 1.0)	

- After selecting **Save and Continue to Next Section** from the Submission Review Form page (the original screen that opened after you opened your submission assignment), you will begin to complete the Reviewer's Form.
- When you have answered all required questions, you will be prompted to sign off on your reviewer form with your UT Net ID and password.

The screenshot shows the 'Submission Review Form - UTHSC RSC - (Version 1.0)' interface. At the top, the University of Tennessee logo is on the left, and user information for Ramesh M Ray is on the right. Below this, a navigation bar includes 'My Workspaces', 'Working Title: changing branching RSC 10/29/20', 'RSC', and 'Submission Review Form - UTHSC RSC - (Version 1.0)'. A secondary bar contains 'Protocol Items', 'Miscellaneous', and 'Submission Forms'. On the right side of this bar are buttons for 'Print Friendly', 'Reviewer Panel', and 'Exit Form'. The main content area is titled 'Form has been Completed!' and contains the text: 'Select exit form to save the form and return to the home screen. This will not send your form to the review board, but will allow you to send it at a later date. Select signoff to submit the form to the review board.' At the bottom of this area are two buttons: 'Exit Form' and 'Signoff'. On the left side, there is a sidebar with 'Section view of the Form' and 'Entire view of the Form' tabs, and a list of sections: 'General Submission 1.0 Information revised 10/27/2020' and '2.0 Review Determination'.

- After selecting the Signoff button, the next page will ask you to apply your electronic signature and mark Approve. To complete the review, you must select the Save Signoff button.

The screenshot shows the 'Reviewer Signoff Sheet' page. At the top, the University of Tennessee logo is on the left, and user information for Michelle Marie Clayton, MPH is on the right. Below this, a navigation bar includes 'My Workspaces', 'System Administration', and 'Reviewer Signoff Sheet'. On the right side of this bar is a 'Back' button. Below the navigation bar, there is a 'Save Signoff' button. The main content area contains the following information: 'Project Title: The Role of the Prefrontal Cortex in Cocaine Addiction', 'Submission Reference Number: 706077', and a question: 'Clayton, Michelle Marie, MPH as Reviewer do you Approve or Deny this review assignment?'. Below the question are two radio buttons: 'Approve' and 'Deny'. To the right of the radio buttons is a 'Comments:' field with a placeholder text 'Click here to add comments.' and a 'Save Signoff' button.

- After saving the signoff page, you will be returned to the iMedRIS home page. The reviewer assignment will no longer be listed under your incomplete UTHSC RSC tasks.