

UTHSC RSC THIRD YEAR RENEWAL FORM



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?'.

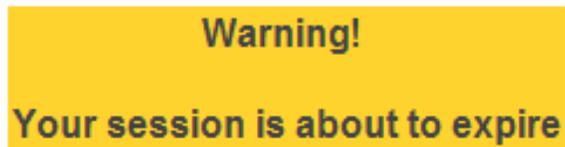
3. Log in using your UT NetID and password. Additionally, you will need to authenticate using DUO. If you need to obtain a UT NetID, go to the University of Tennessee's Office of Information Technology website at <https://oit.utk.edu/accounts/forms/Pages/default.aspx>. If you are having trouble with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

Navigational Tips

1. 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

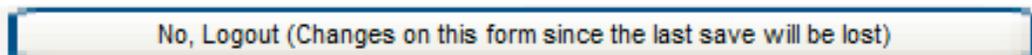
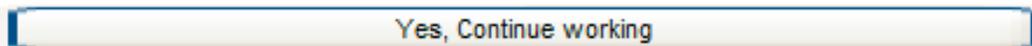


located in the top right corner of the screen before stepping away from your work.

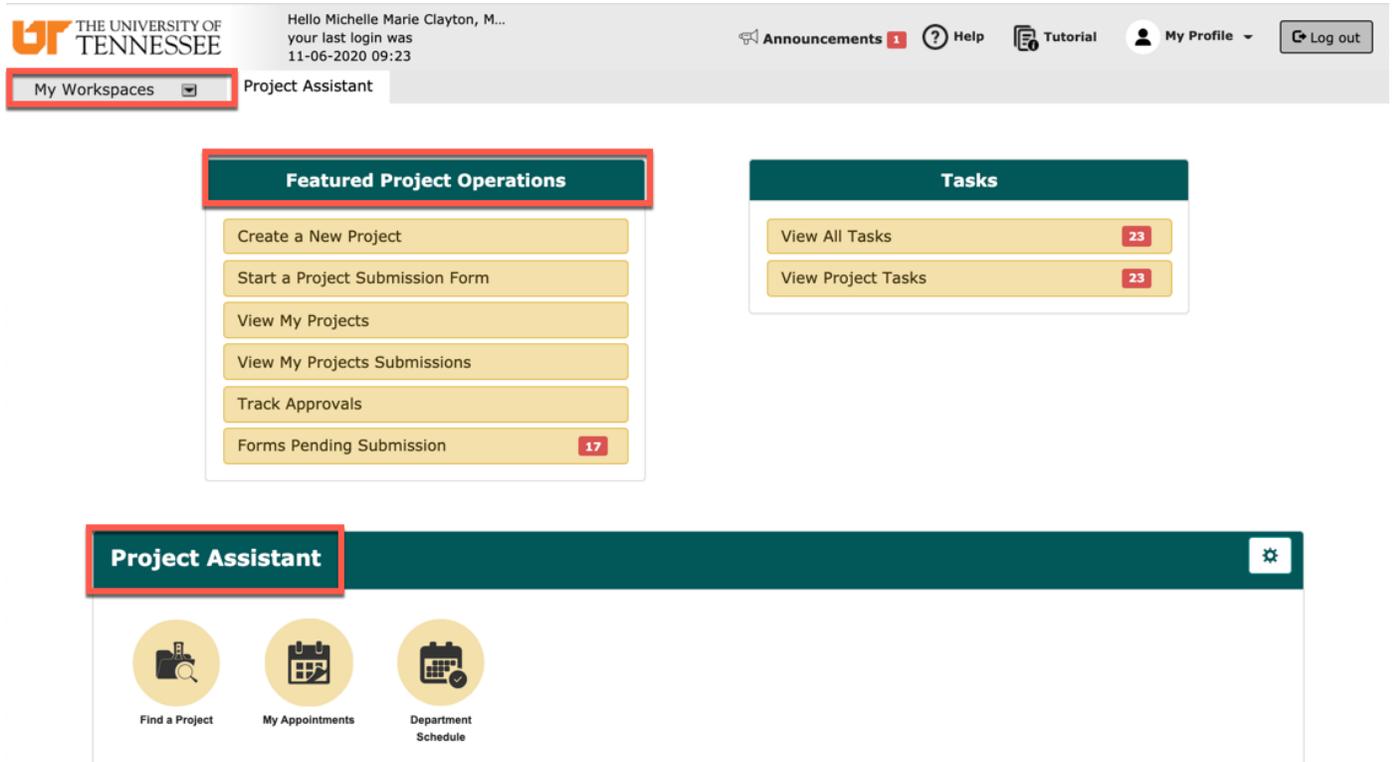


Would you like to continue?

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



2. The home screen will appear as:



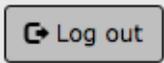
3. Under **Featured Project Operations**, you have the option to:

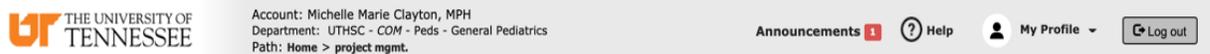
- Create a New Project
- Start a Project Submission Form
- View My Projects
- View My Projects Submissions
- Track Approvals
- Forms Pending Submission

4. 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.

5. 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.

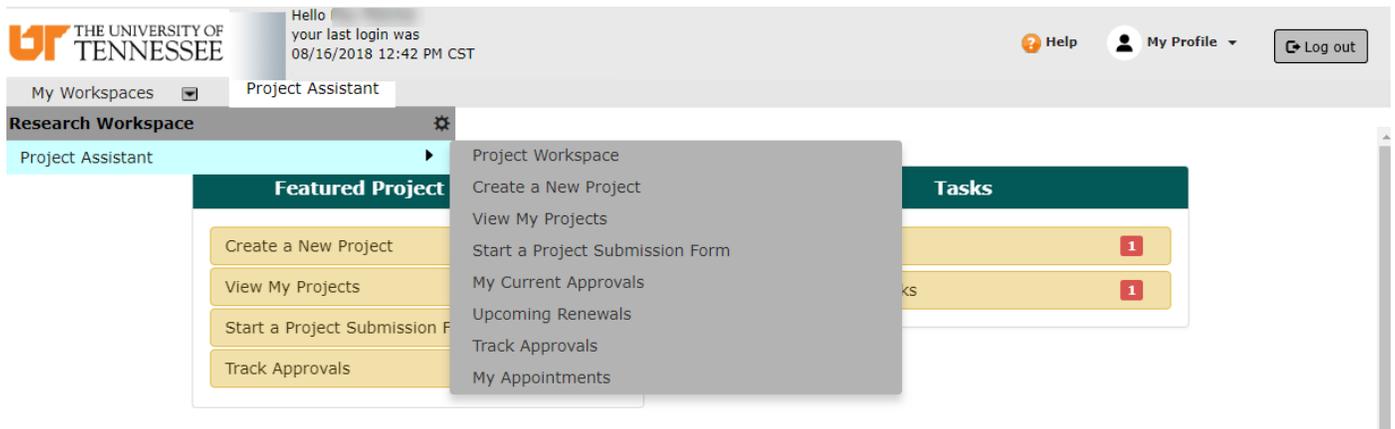
6. Key Icons:

- 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 corner of the screen provides a section by section guide to the homepage. The tutorial will appear automatically each time the user accesses iMedRIS, until it is turned off, in which case the user can select the tutorial button if needed.
- The  button in the top right hand corner of the screen will take you 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.

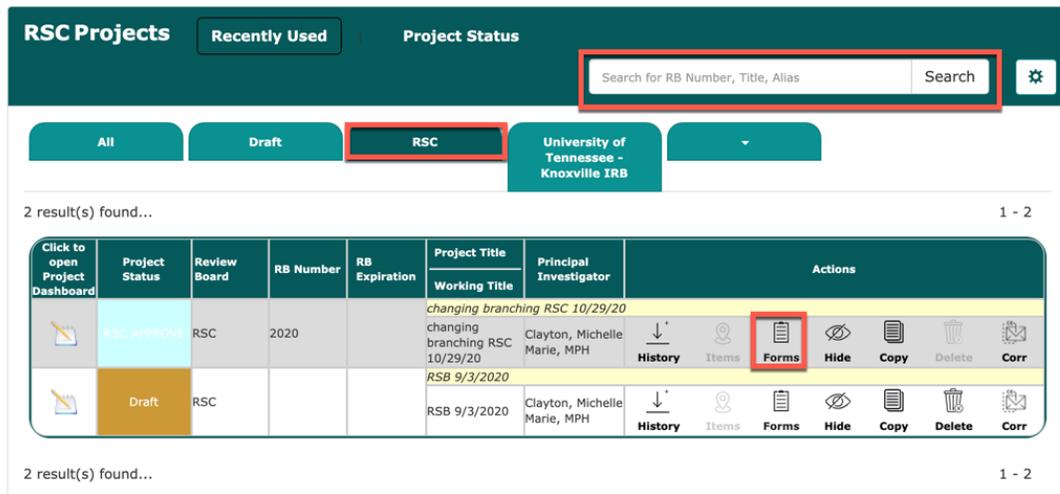


Submitting a Third Year Renewal Form

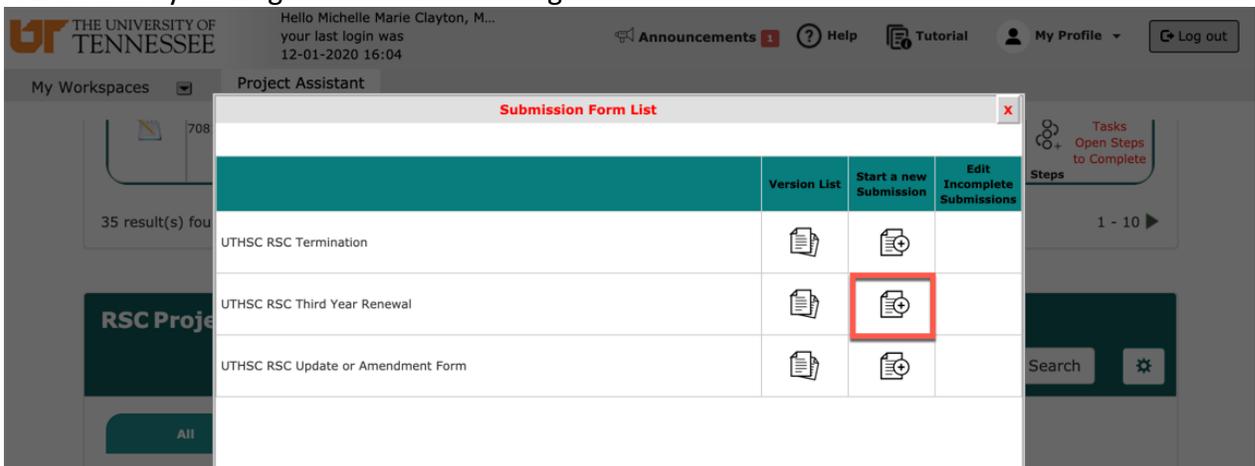
1. This form should be submitted at least 30 days prior to the full expiration date for the study protocol. Submission of this form includes creating a revision of the originally approved protocol and making any necessary changes. The revised protocol will undergo full review by the RSC.
2. From the home screen, select the 'Start a Project Submission Form' option under 'Featured Project Operations.'



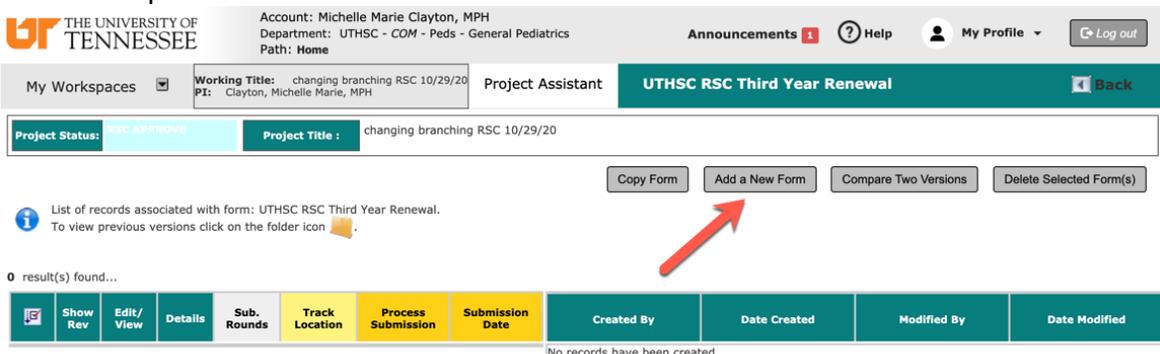
- You will be directed to select the study for which you need to submit the renewal form. You will need to select the appropriate review board tab (if you have multiple). To find the study you need to renew, you can use the title search bar. Once you have identified the study, select the 'Forms' icon.



- After selecting the 'Forms' icon, you will see a list of submission options. Select UTHSC RSC Third Year Renewal form by clicking the icon with a '+' sign on it.



- If you select the icon without the plus sign, the next screen will give you the option to add a new form, copy forms, compare form versions, or delete selected forms. Information on drafts and unsubmitted forms will be listed, including when the form was created, the last person to modify it, and where it is in the submission process.



6. The first part of the form will display the PI's name and project title. If you are not terminating the protocol, you will be asked to attach a revised copy of the study application. Select the 'Click here to attach the application' button. Then, click the 'Save and Continue to Next Section' button.

The screenshot shows the '1.0 3rd Year Renewal Form' interface. At the top, it displays the user's account information: Michelle Marie Clayton, MPH, Department: UTHSC - COM - Peds - General Pediatrics, and Path: Home > rsc3 list. The form title is 'UTHSC RSC Third Year Renewal - (Version 1.0)'. Below the title, there are buttons for 'Print Friendly', 'Refresh Constant Fields', 'Save Section', and 'Save and Continue to Next Section'. The main content area is divided into sections: '1.1 Protocol Information' (PI: Michelle Marie Clayton, MPH; Title: changing branching RSC 10/29/20), '1.2 Are you terminating this protocol?' (radio buttons for Yes and No, with No selected), and '1.3 You must create a copy of the previous protocol to submit for Full Review.' Below section 1.3, there is a button labeled 'Click here to attach the application.' with a paperclip icon. A red arrow points to this button. Another red arrow points to the 'Save and Continue to Next Section' button.

7. You will then see a pop-up window appear that will allow you to attach a revised study application. You should only create revisions of applications that have been approved. To create a revision, select the 'Add Revision' icon. You will then be asked to save through a new version of the original protocol application, where you will be able to make changes, and returned to section 2.0. If you already have a revised application that you would like to attach, select the revision by expanding the 'Show Rev.' folder, and select the 'Save Attachment' button.

The screenshot shows the same form as in step 6, but with a pop-up window titled 'Attaching Project Application' overlaid. The pop-up window contains the text 'Select the application that you would like to attach and then click Save Attachment' and a 'Save Attachment' button. Below the text is a table with columns: 'Select', 'Show Rev.', 'Edit/View', 'Form Name', 'Approved', and 'Create a Revised Application'. The table has one row with the following data: 'Select' (radio button), 'Show Rev.' (folder icon), 'Edit/View' (pencil icon), 'Form Name' (UTHSC Radiation Safety (Version 1.1)), 'Approved' (No), and 'Create a Revised Application' (empty). A red arrow points to the 'Save Attachment' button. Another red arrow points to the 'Edit/View' icon in the table. A third red arrow points to the 'Show Rev.' folder icon in the table.

8. After either creating a revision, or attaching an existing, unapproved version of the application to the application, select the 'Save and Continue to Next Section' button.

The screenshot shows the top navigation bar of the UTHSC system. The user is logged in as Michelle Marie Clayton, MPH, a Project Assistant. The current page is titled "UTHSC RSC Third Year Renewal - (Version 1.0)". Below the navigation bar, there are several buttons: "Print Friendly", "Refresh Constant Fields", "Save Section", and "Save and Continue to Next Section". A red arrow points to the "Save and Continue to Next Section" button. The main content area shows the "1.0 3rd Year Renewal Form" with sections for "1.1 Protocol Information" and "1.2 Are you terminating this protocol?".

9. The next page will show that the form has been completed.

The screenshot shows the same user interface as the previous one, but the form is now completed. A large green banner at the top of the form area reads "Form has been Completed!". Below this banner, there is a message: "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 the form area, there are two buttons: "Exit Form" and "Signoff and Submit". A red arrow points to the "Signoff and Submit" button. The top navigation bar and buttons like "Print Friendly" and "Signoff and Submit" are also visible.

10. To complete the form, select 'Approve,' enter in your NetID and password, and select 'Save Signoff.'

UT THE UNIVERSITY OF TENNESSEE Account: Michelle Marie Clayton, MPH
Department: UTHSC - COM - Peds - General Pediatrics Path: Home Announcements **1** Help My Profile Log out

My Workspaces Project Assistant **Submission Routing Signoff** Back

Save Signoff

Project Title: changing branching RSC 10/29/20
Submission Reference Number: 710031

Printable Version

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name - Version
Submission Form(s):			
<input type="checkbox"/>			UTHSC RSC Third Year Renewal - (Version 1.0)
Application			
<input type="checkbox"/>			UTHSC Radiation Safety - (Version 1.1)

Michelle Marie Clayton, MPH as Principal Investigator do you Approve or Deny this submission?

Approve Deny

Save Signoff