UTHSC RSC THIRD YEAR RENEWAL FORM

THE UNIVERSITY OF TENNESSEE
HEALTH SCIENCE CENTER

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.
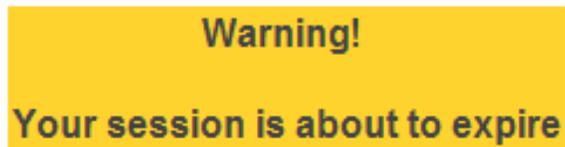

3. Log in using your UT NetID and password. Additionally, you will need to authenticate using DUO. If you need to obtain a UT NetID, go to the University of Tennessee's Office of Information Technology website at https://oit.utk.edu/accounts/forms/Pages/default.aspx. If you are having trouble with your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

   Save and Continue to Next Section

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

☑ iRIS by ⊕-iMedRIS
Integrated
Research Information System

Warning!

Your session is about to expire
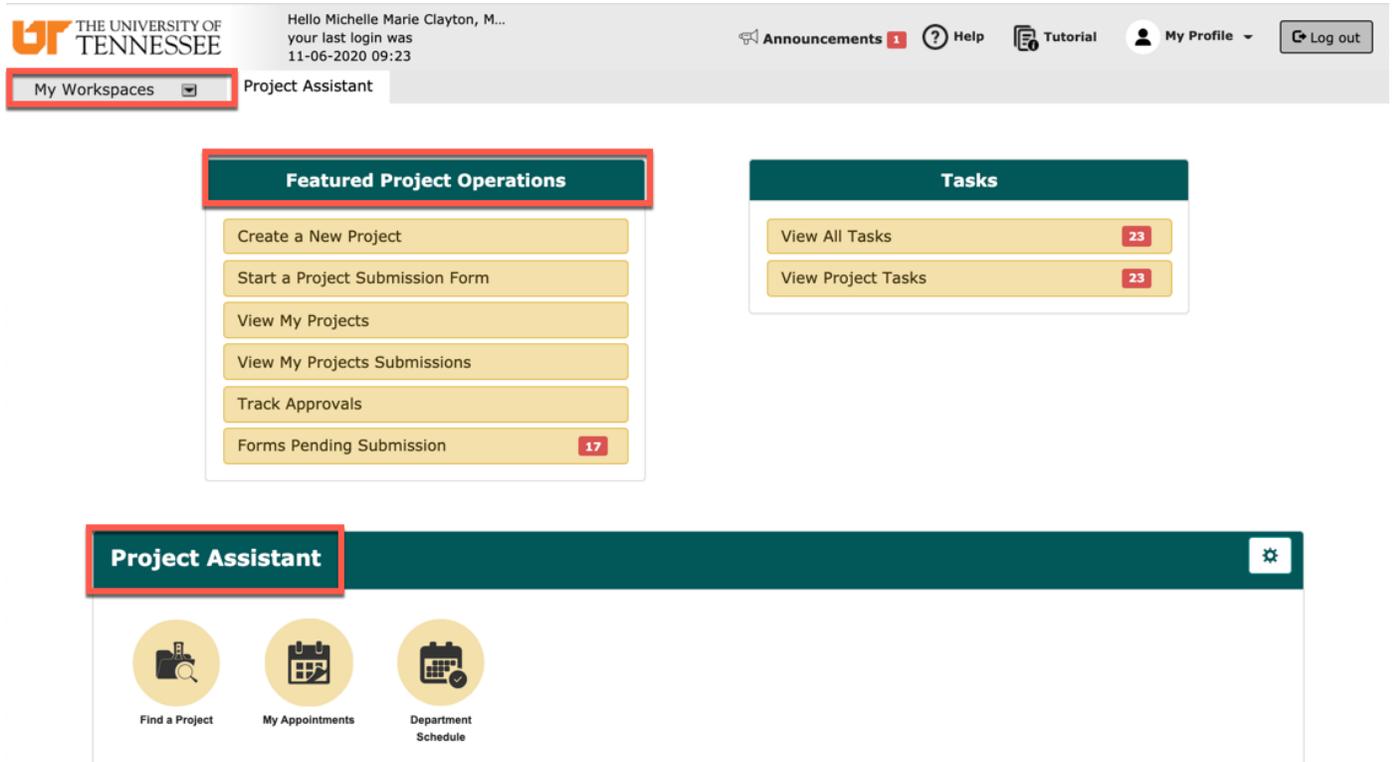
Would you like to continue?

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)
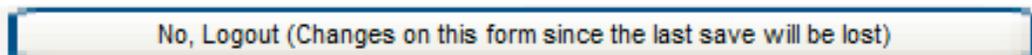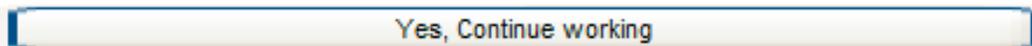
2. The home screen will appear as:

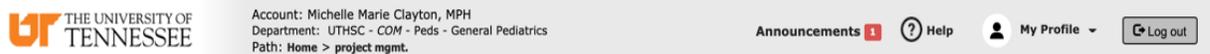3. Under **Featured Project Operations**, you have the option to:
   - Create a New Project
   - Start a Project Submission Form
   - View My Projects
   - View My Projects Submissions
   - Track Approvals
   - Forms Pending Submission

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 ![UT The University of Tennessee logo] logo in the top left corner of the screen allows you to return to the iMedRIS home page.
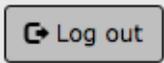
- The ![Log out] button in the top right corner of the screen allows you to exit the iMedRIS system. The system will NOT automatically save any changes you have made.

- The ![Help] 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 ![Tutorial] 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 ![Back] 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.

  ![iMedRIS banner showing UT The University of Tennessee logo, Account: Michelle Marie Clayton, MPH; Department: UTHSC - COM - Peds - General Pediatrics; Path: Home > project mgmt. Announcements 1, Help, My Profile, Log out]

- The ![My Profile] 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.
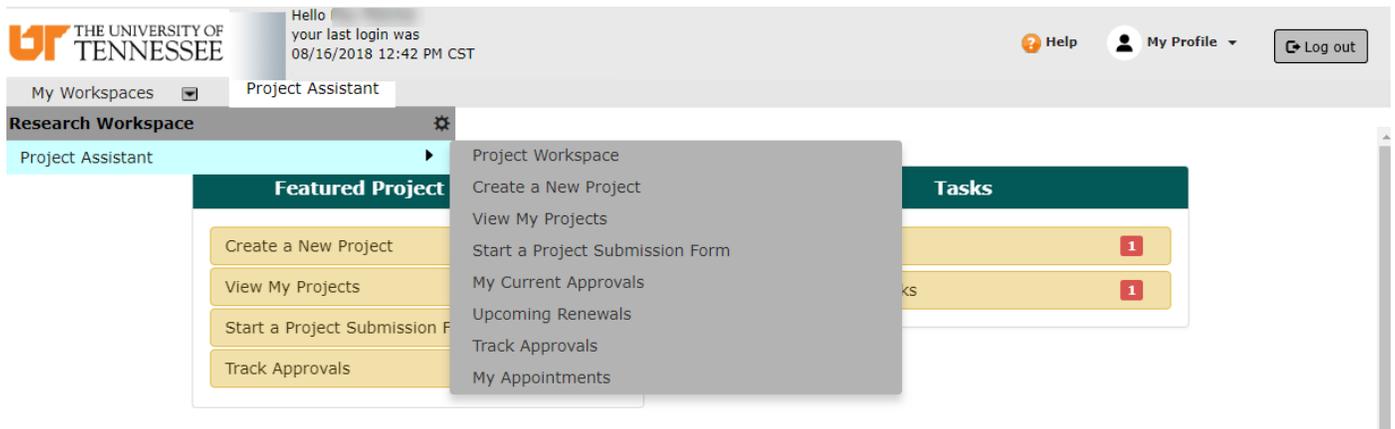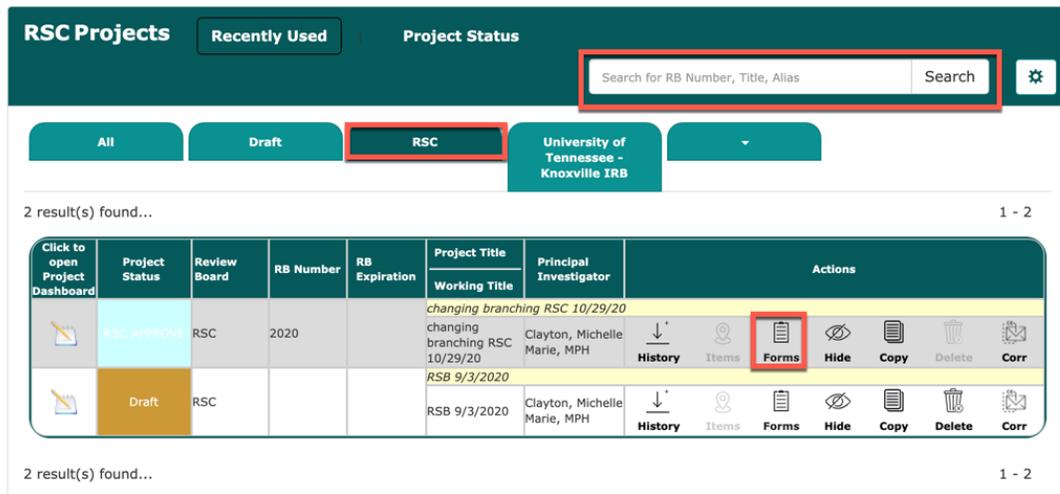

Submitting a Third Year Renewal Form

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.'

3. 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.

4. 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.
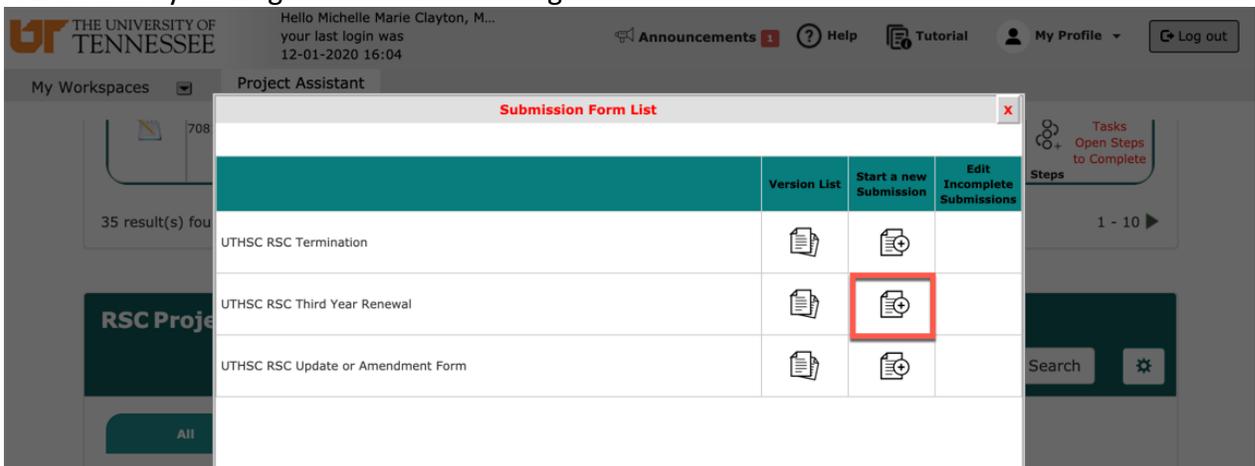
5. If you select the icon without the plus sign, the next screen will give you the option to add a new form, copy forms, compare form versions, or delete selected forms. Information on drafts and unsubmitted forms will be listed, including when the form was created, the last person to modify it, and where it is in the submission process.
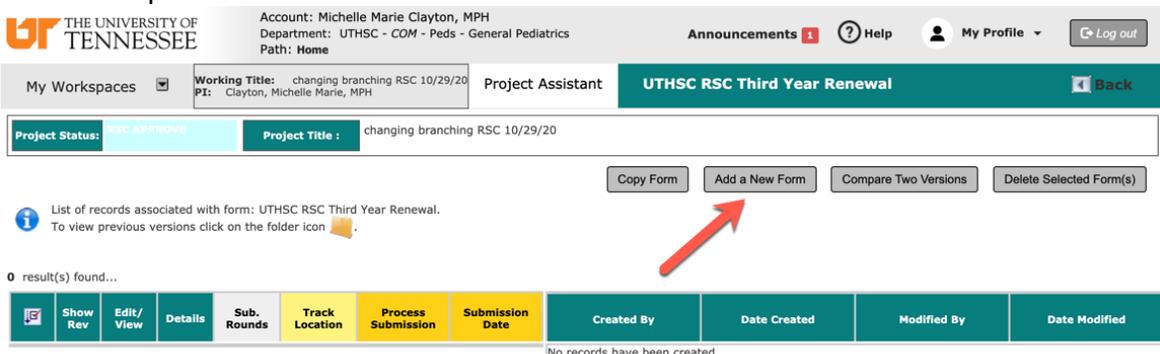
6. The first part of the form will display the PI's name and project title. If you are not terminating the protocol, you will be asked to attach a revised copy of the study application. Select the 'Click here to attach the application' button. Then, click the 'Save and Continue to Next Section' button.

7. You will then see a pop-up widow 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.

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.

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

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