Committee Member Guide

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

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)

Investigator Navigation:

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

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.'
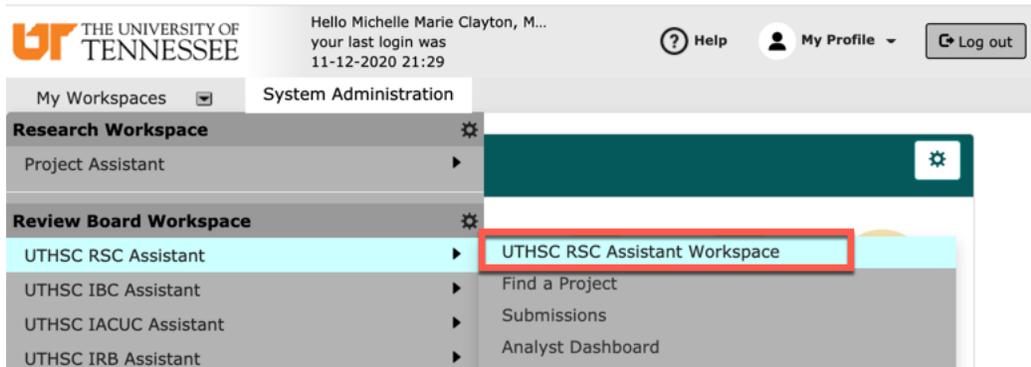
2. Your home screen will now include the following widgets:
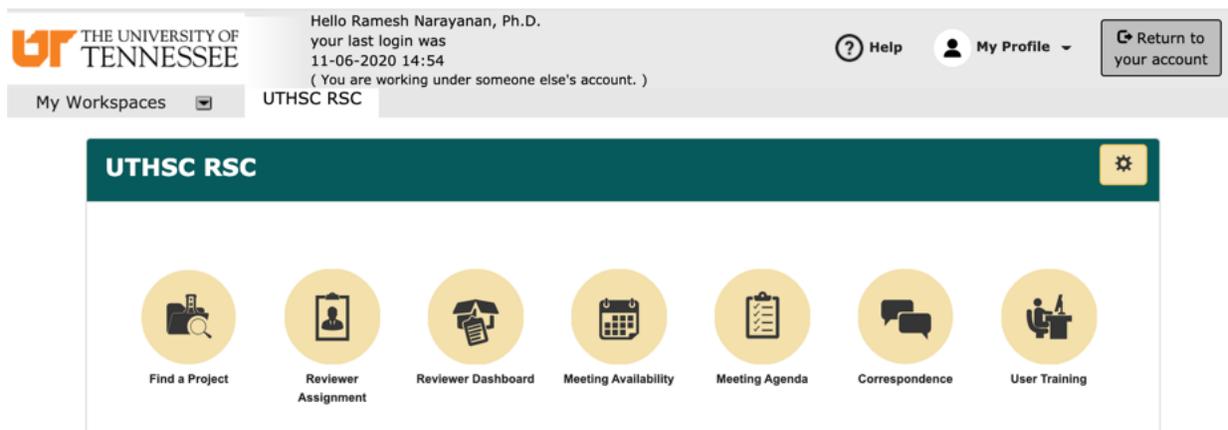
- **Find a Project:** By selecting the 'Find a Project' widget, you can search for RSC projects by Working title, PI, Department, RSC number, as well as other options.
- **Analyst Dashboard:** The 'Analyst Dashboard' widget allows you to view submissions you've been assigned by type, status, and process 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.
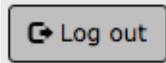
- The button in the top right corner of the screen allows you to exit the iMedRIS system. The system will not automatically save any changes you have made.

- 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.

REVISED 11/12/2020   7
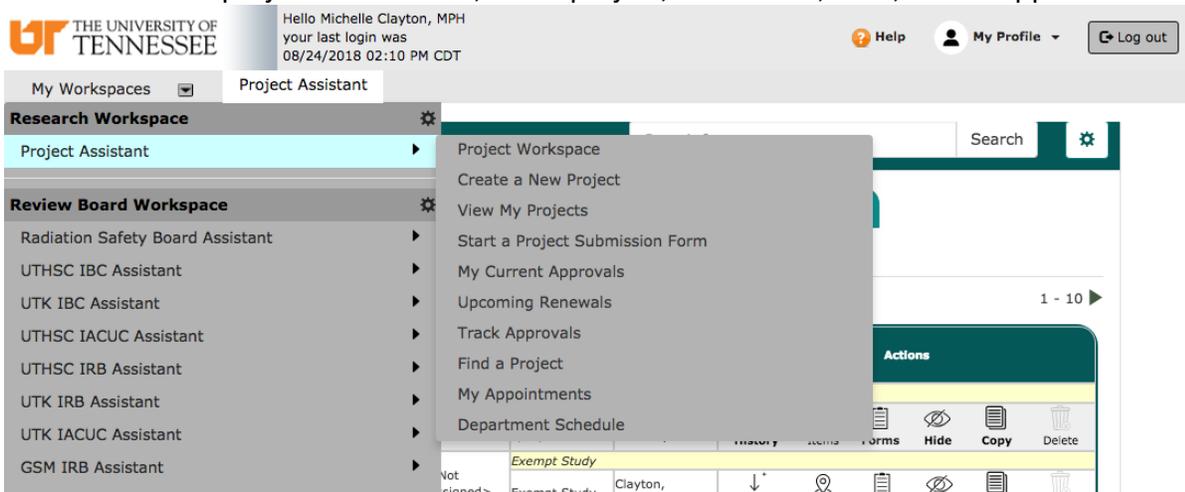
Meeting Availability

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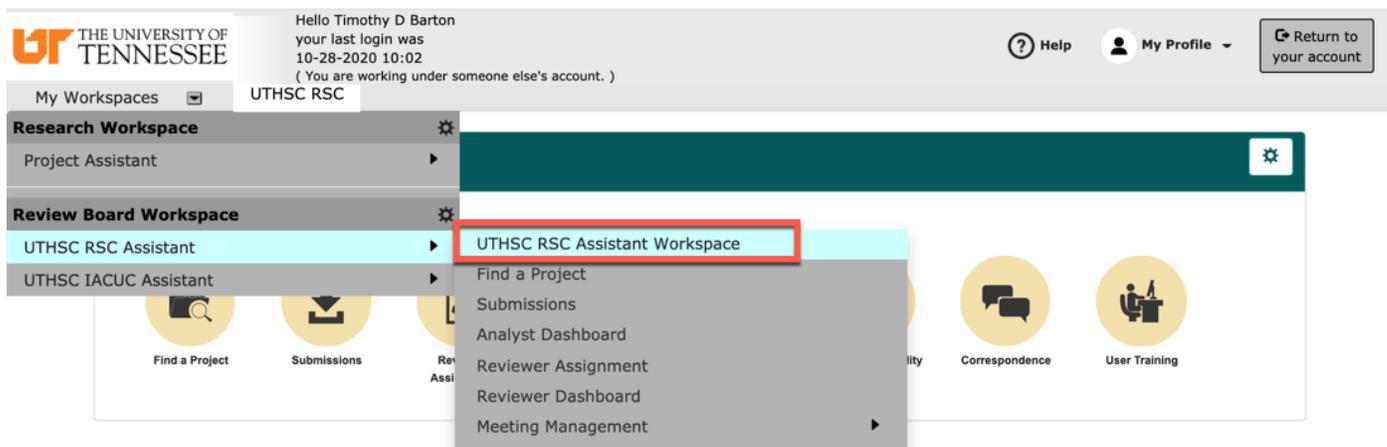
  4. There are 2 ways to select your meeting availability.
     a. From the 'My Workspaces' dropdown list, navigate to UTHSC RSC Assistant > Meeting Management > Meeting Availability.
     b. Alternatively, you can select the Meeting Availability widget from your UTHSC RSC Assistant Workspace.
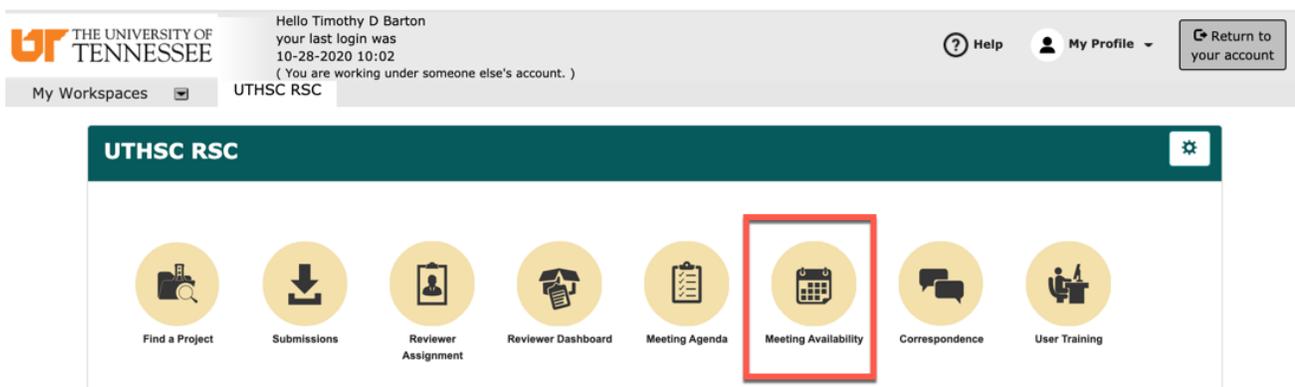
5. On the Meeting Availability screen, you will see 4 columns.

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.

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

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

   a. **My Workspaces** ▼ Located in the upper right corner of the screen
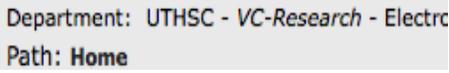
   b. Department: UTHSC - *VC-Research* - Electro
      Path: **Home** Located in the top, middle of your screen

   c. **THE UNIVERSITY OF TENNESSEE** Located in the upper left corner of your screen

   d. Alternatively, you may click the **Log out** button in the upper right corner if you have completed working in iMedRIS.

Meeting Agenda

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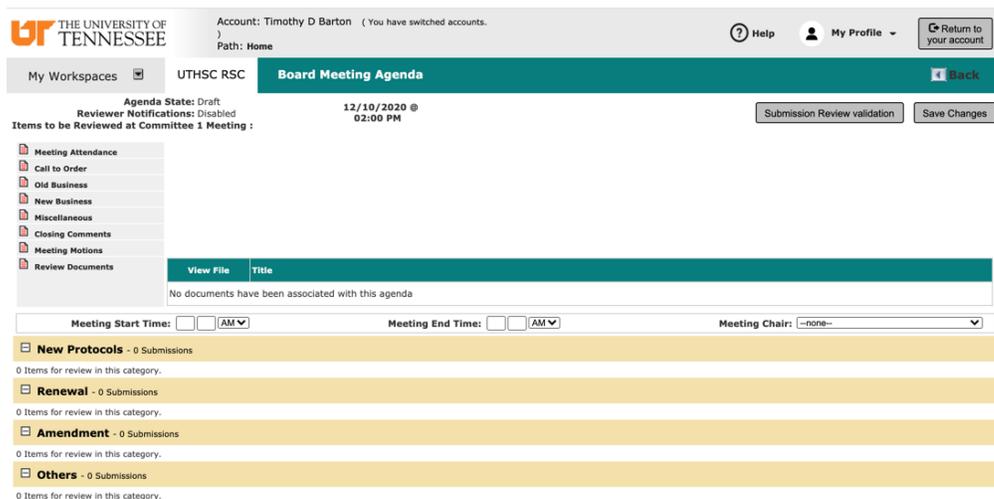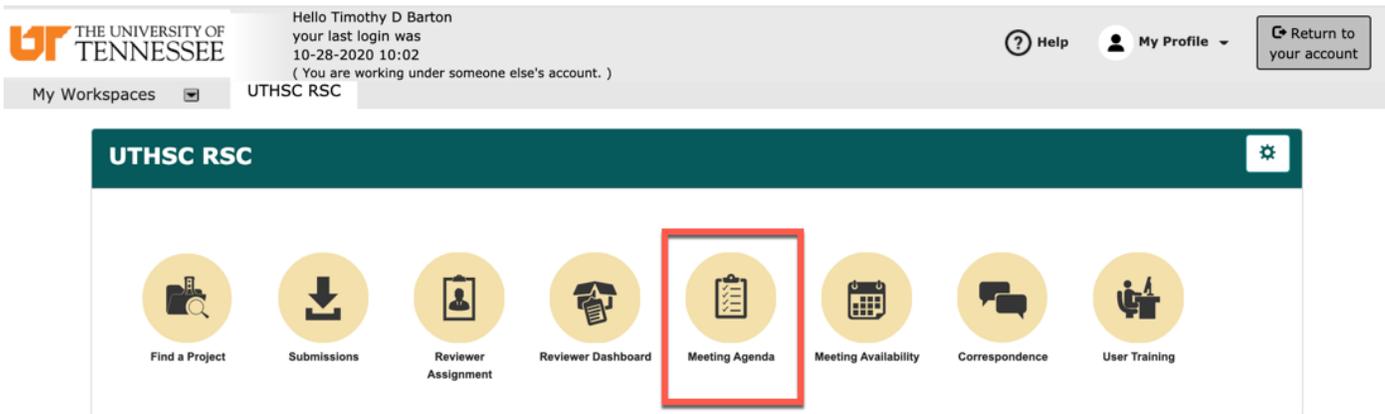
1. Notes:
   a. To open a submission, select the pencil and paper icon beside the study.

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. One 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

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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.

4. 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

5. The pre-review screening tab is used by RSC staff to assign reviewers to a study submission.

6. 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
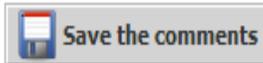
💾 Save the comments button to retain your work. Your comments will be available under the Member Comments section of the Review Checklist and Comments tab.

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

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.

Navigational Bar

1. 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.

   a. Under Protocol Items, the application and other study documents are located.
   b. Under Miscellaneous, study summary information, submission history, study correspondence, and internal documents are located.
   c. Under Submission Forms, all available submission forms (Amendment, Annual Renewal, Third Year Renewal, Closure) and the Routing Form are located.

2. 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.

   a. To view the Application, select the [View/Edit] button.
   b. Use the [Back] button to navigate back to the previous screen.
   c. Any time a change is made to the study application, a new version is created. When this occurs, you will see a [folder] icon. By clicking on the folder icon, you will see all versions of application, in order of most recent (top) to oldest (bottom).

   d. 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.

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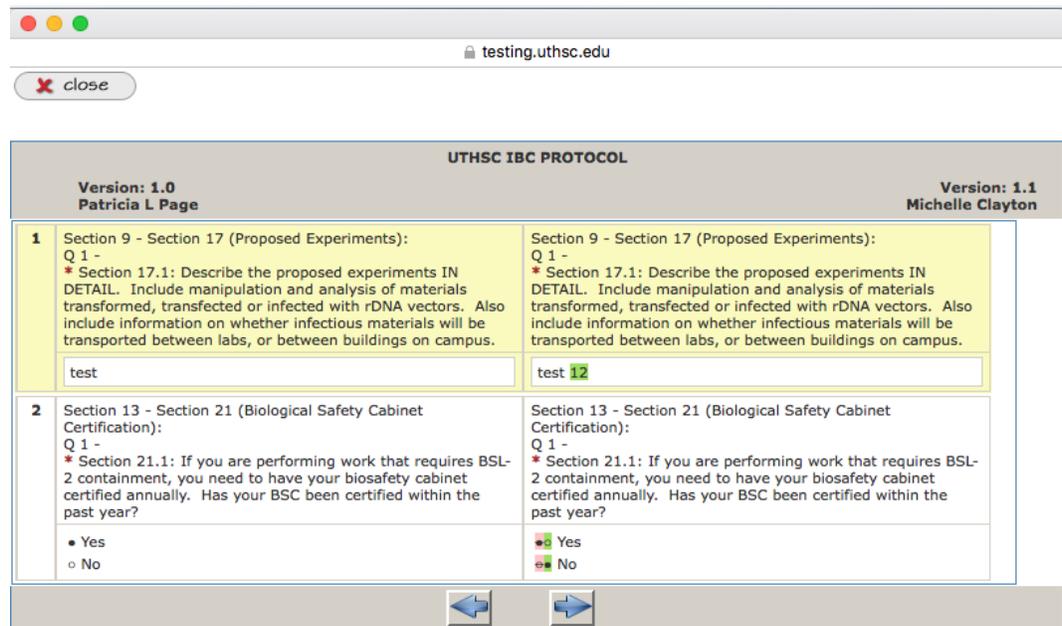
8. To return to the home page, click one of the following icons:

a. Located in the upper right corner of the screen
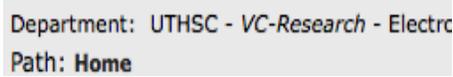
b. Located in the top, middle of your screen

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.

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.

5. 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.

6. 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.

7. 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).

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

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