

UTHSC RSC INVESTIGATOR 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

1. For security reasons, iMedRIS will log you out after 30 minutes of inactivity. There is a 25-minute warning that will ask if you would like to continue working. If you are not available to click the button, you will lose any unsaved information when you are logged 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

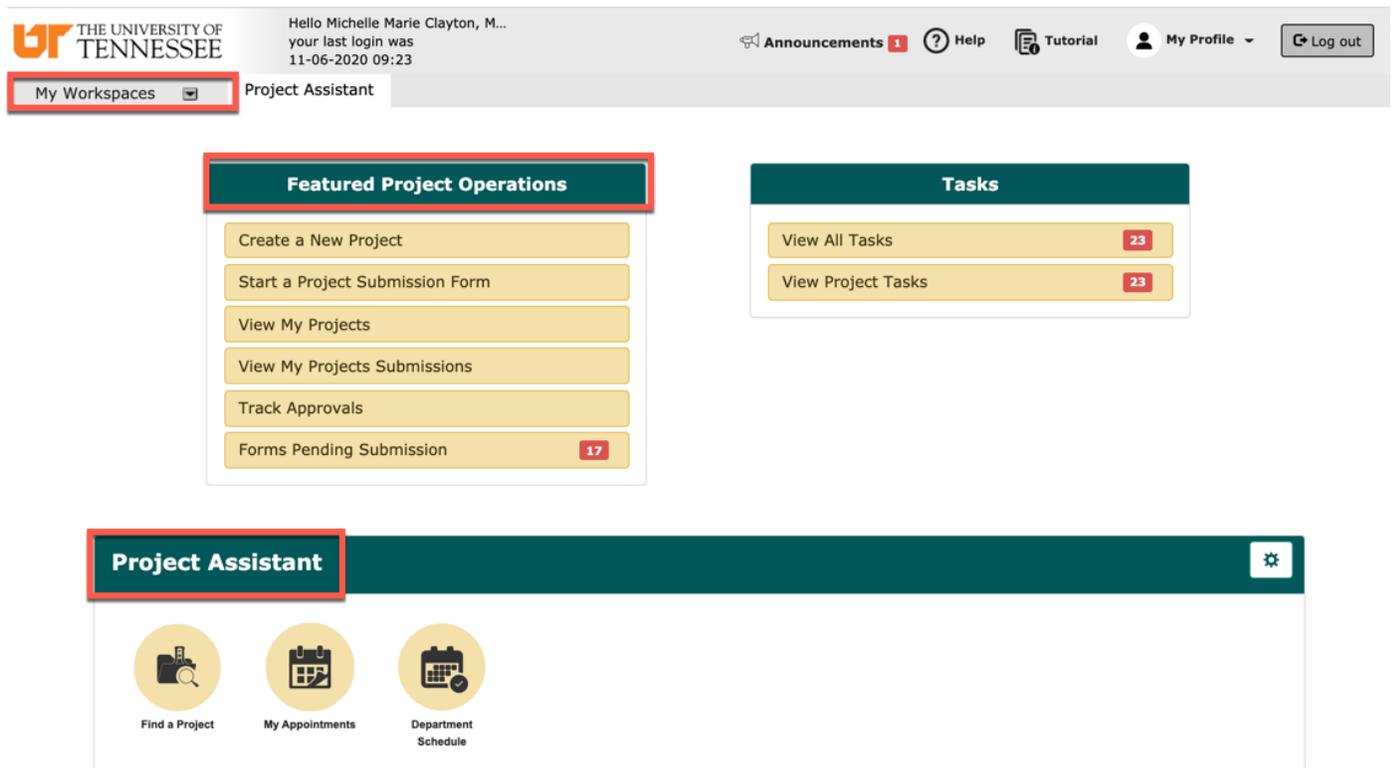
Would you like to continue?

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)

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

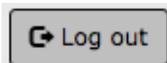
4. Your menu selections are also available from a drop-down menu on the top left side of the home screen (**My Workspaces**). Your tasks are listed under 'All Tasks' and 'All Projects.' From any screen in iMedRIS, you can use the 'My Workspaces' drop-down menu to navigate to other areas.

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.



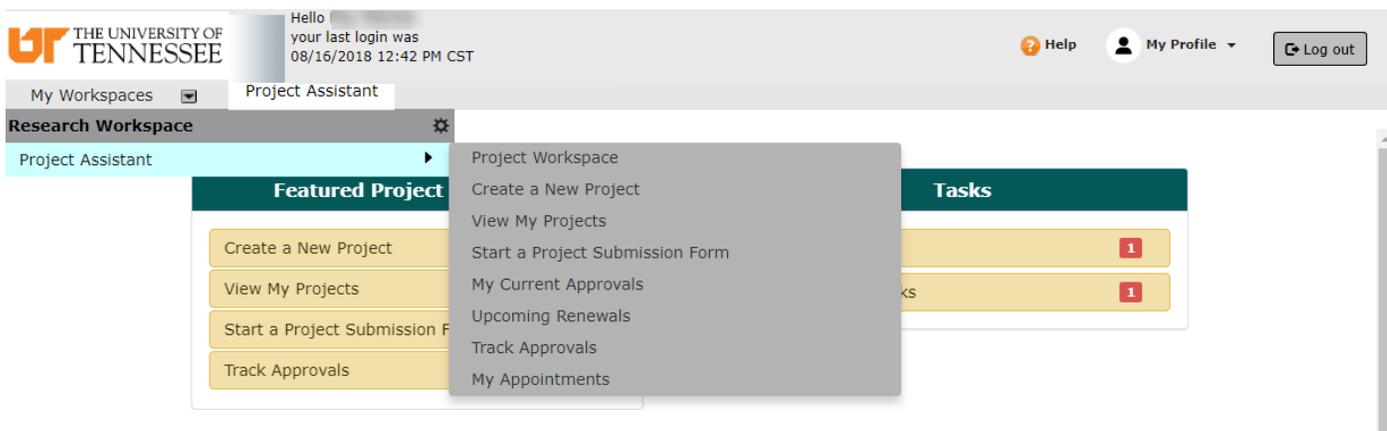
Account: Michelle Marie Clayton, MPH
Department: UTHSC - COM - Peds - General Pediatrics
Path: Home > project mgmt.

Announcements   Help  My Profile   Log out



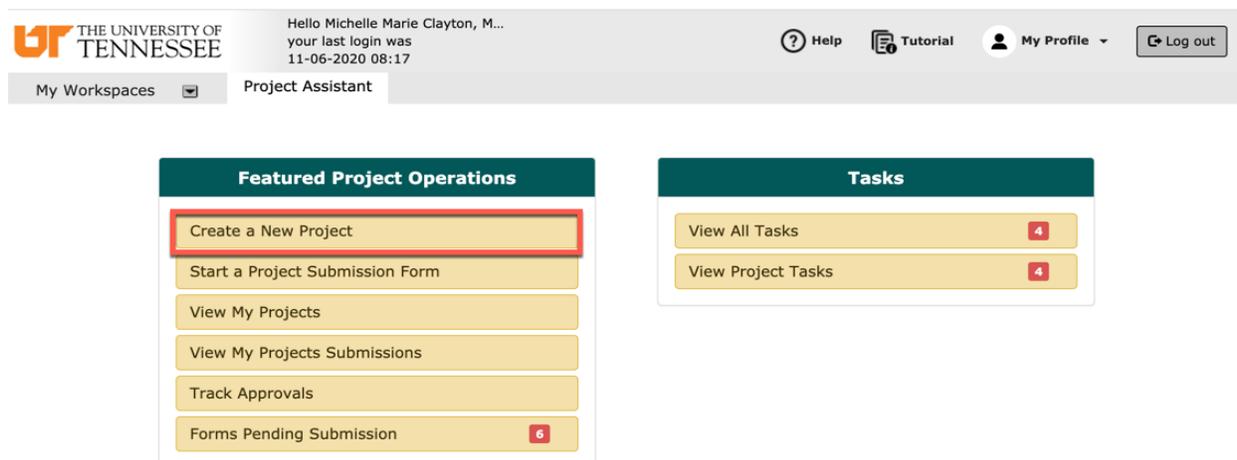
- The drop-down menu selection (located on the top right side of the home screen) contains account information, announcements, the help menu, a list of completed tasks, and correspondence.

- 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 Protocol Application:

1. This form should be used for initial submission of a radiation safety protocol or for 3rd annual renewal of an active protocol (continuation). Authorization for University of Tennessee Health Science Center to possess, store, and use radioactive materials is stipulated in the broad-scope radioactive materials license issued by the Tennessee Department of Environment and Conservation, which has assumed United States Nuclear Regulatory Commission (NRC) regulatory authority within the State of Tennessee (as stipulated by the Atomic Energy Act). The broad-scope license grants UTHSC the use of radioactive materials for teaching, research, and other activities through the operation of an internal radiological control program. Individuals who wish to use radiation producing equipment or radioactive materials in research, development, teaching, or demonstration projects must obtain prior approval from the campus Radiation Safety Committee. Request shall be formalized by completion and submission of an application for the use of Radioactive materials and/or radiation producing devices to the radiation safety office.
2. From the home screen, select the 'Create a New Project' option under 'Featured Project Operations.'



3. Select the option 'UTHSC IACUC PROTOCOL' from the list of available applications, then select 'Start selected Application.'

Account: Michelle Marie Clayton, MPH
 Department: UTHSC - VC-Research - Electronic Research Administration
 Path: Home

My Workspaces Project Assistant **Select New Project Application Form** Back

Cancel and Return Start selected Application

Please select a New Project Application from the list below:

Form Name	Form Description
<input type="radio"/> UTHSC IRB Memphis Form 1: Study/Project Application	UTHSC, LeBonheur Children's Hospital, Methodist Healthcare - Memphis Hospitals, or Regional One Health - Health Science Center Institutional Review Board (IRB)
<input type="radio"/> UTK Knoxville Main Campus IRB Application	Knoxville Institutional Review Board (IRB)
<input type="radio"/> UT GSM/UTMC Knoxville: IRB Study Application	Submission form for human research conducted at UT Medical Center Knoxville or UT Graduate School of Medicine
<input type="radio"/> UTHSC IBC PROTOCOL APPLICATION	Health Science Center - Memphis Institutional Biosafety Committee (IBC)
<input type="radio"/> UTK - Institutional Biosafety Committee Registration	Knoxville Institutional Biosafety Committee (IBC)
<input type="radio"/> UTHSC IACUC Protocol	Health Science Center (Memphis) Institutional Animal Care and Use Committee (IACUC)
<input type="radio"/> UTHSC Radiation Safety	UTHSC (Memphis) Application for the Use of Radioactive Materials

4. The first section of the new application will ask you to enter the title for your protocol.

Account: Michelle Marie Clayton, MPH
 Department: UTHSC - VC-Research - Electronic Research Administration
 Path: Home

My Workspaces Project Assistant **UTHSC Radiation Safety (Version 1.0)** Back

Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

1.0 General Information

1.0 General Information

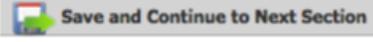
* Please enter the full title of your study.

UTHSC RSC Guide

* Please enter a working title up to 15 characters.

UTHSC RSC Guide
Working Title

Save and Continue to Next Section

5. After you have answered all the questions in a section, click  to receive the next set of questions.

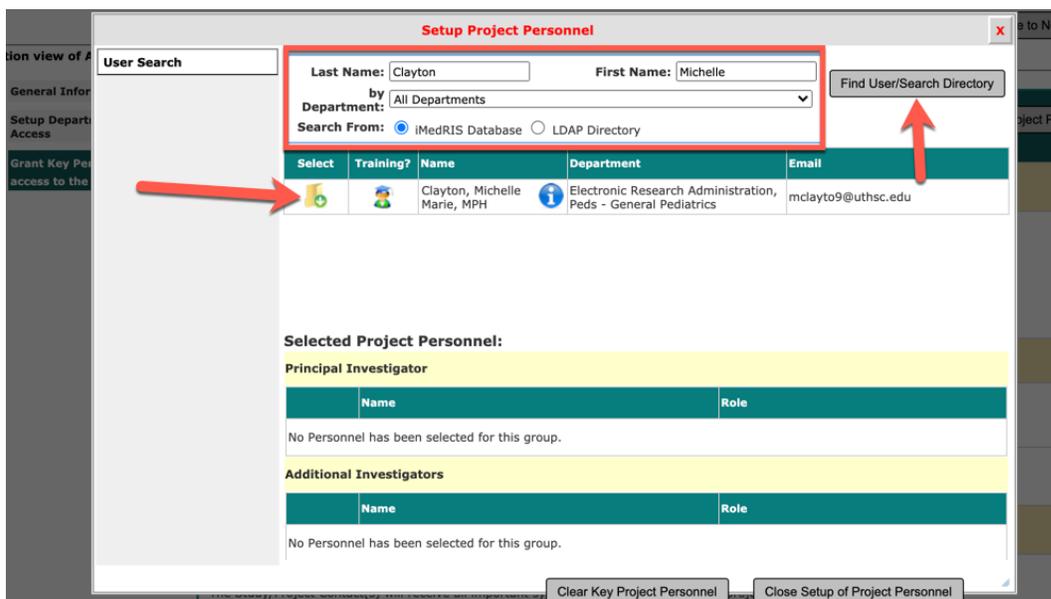
6. Section 2 allows you to setup departmental access. The primary department listed will automatically be the one associated with the person creating the submission, but this selection is modifiable.

The screenshot shows the '2.0 Add Department(s)' section. It includes a table with columns for 'Is Primary?' and 'Department Name'. The first row is selected with a radio button and contains the text 'UTHSC - VC-Research - Electronic Research Administration'. To the right of the table are 'Add Department' and 'Remove Department' buttons. A red arrow points to the 'Add Department' button.

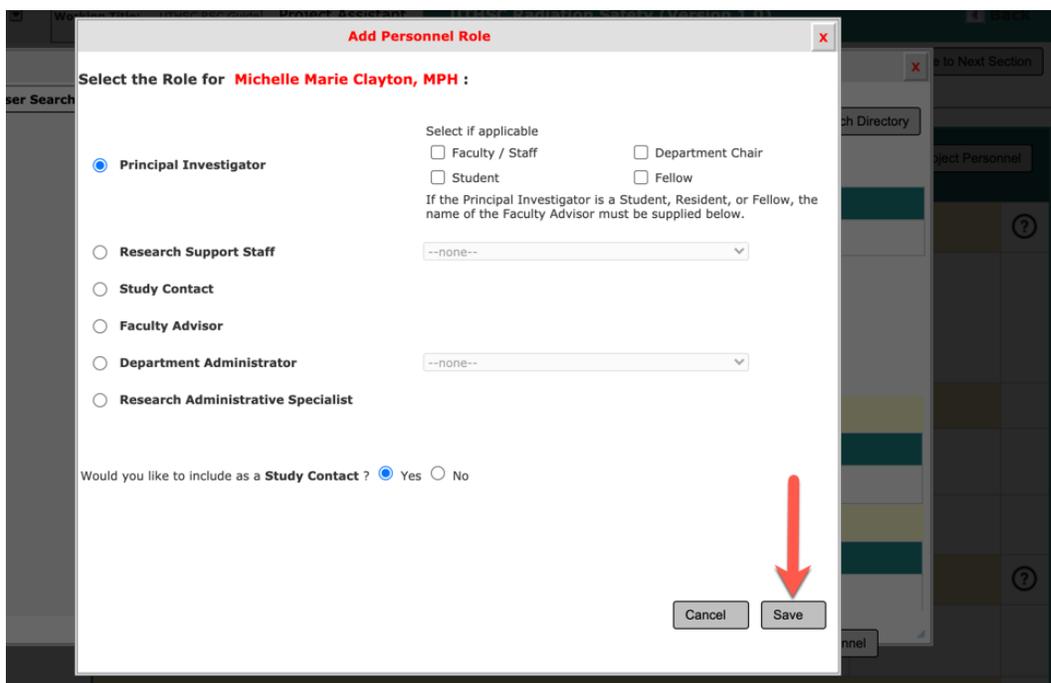
7. When adding personnel to the application in Section 3, click the 'Setup Project Personnel' button. This section requires you to add a PI to the study. This person will automatically receive all study correspondence, will be listed as a study contact, and will be required to sign-off on the submission. This section also gives you the option to add support staff.

The screenshot shows the '3.0 Assign key study personnel(KSP) access to the study' section. A red arrow points to the 'Setup Project Personnel' button in the top right corner of the main content area. Below this, there are sections for adding a Principal Investigator (3.1), Research Staff personnel (3.2), and a Study Contact (3.3).

- After selecting the 'Setup Project Personnel' button, you will see a pop-up window with a search function. Enter in the name of user, then select 'Find User/Search Directory.' When the appropriate user's information is displayed, select the folder icon to add them to the project.



- For each user, a role must be selected. Select the 'Save' button to add the user to the study.



- After the first user has been added to the study, more options will be available on the left side of the pop-up window. If additional users need to be added to the study, repeat the search and select steps used to add a PI, and select the 'Close Setup of Project Personnel' button to return to the application. After you finish selecting all study personnel, if you would like to save a select pool of users which can be applied to other RSC protocols, select the 'Create My Personnel Pool' tab, before returning to the application.

Setup Project Personnel

User Search

Last Name: Clayton First Name: Michelle
 by Department: All Departments
 Search From: iMedRIS Database LDAP Directory

Find User/Search Directory

Select	Training?	Name	Department	Email
		Clayton, Michelle Marie, MPH	Electronic Research Administration, Peds - General Pediatrics	mclayto9@uthsc.edu

Selected Project Personnel:

Principal Investigator

Name	Role
Clayton, Michelle Marie, MPH	Principal Investigator

Additional Investigators

Name	Role
No Personnel has been selected for this group.	

Clear Key Project Personnel Close Setup of Project Personnel

- To create a personnel pool for future use on other RSC projects, add a title, and then click the 'Save' button.

Setup Project Personnel

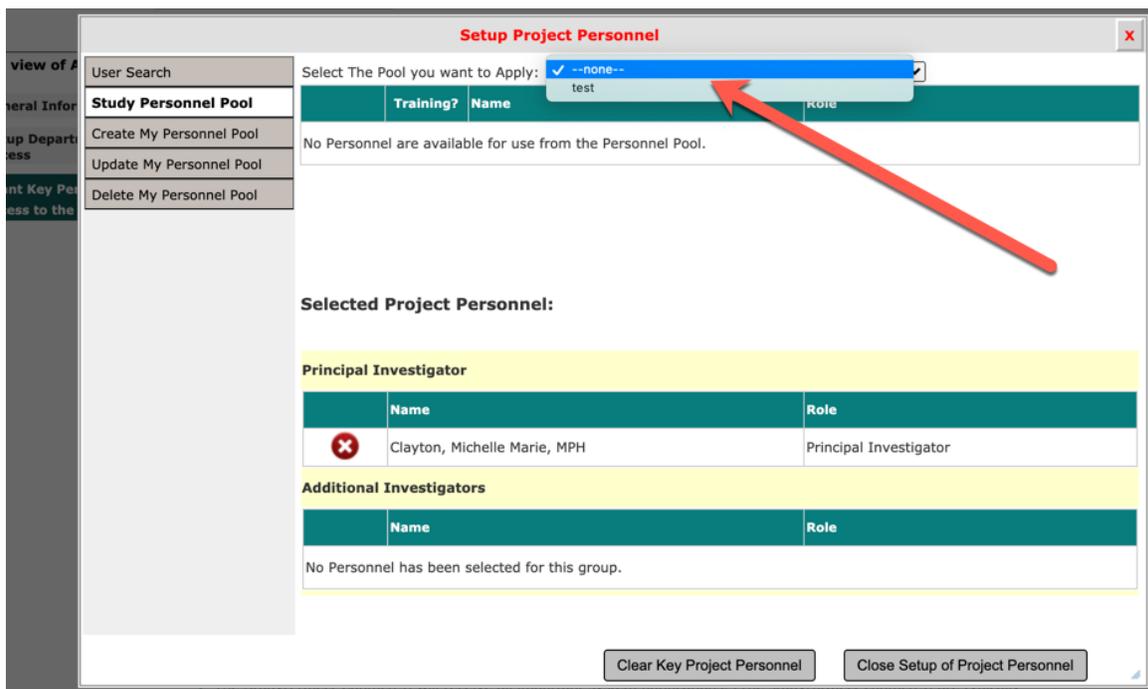
Create My Personnel Pool

Create My Personnel Pool allows you to save the personnel defined in the **Selected Project Personnel** (section below) to a named pool for future reuse on other projects.

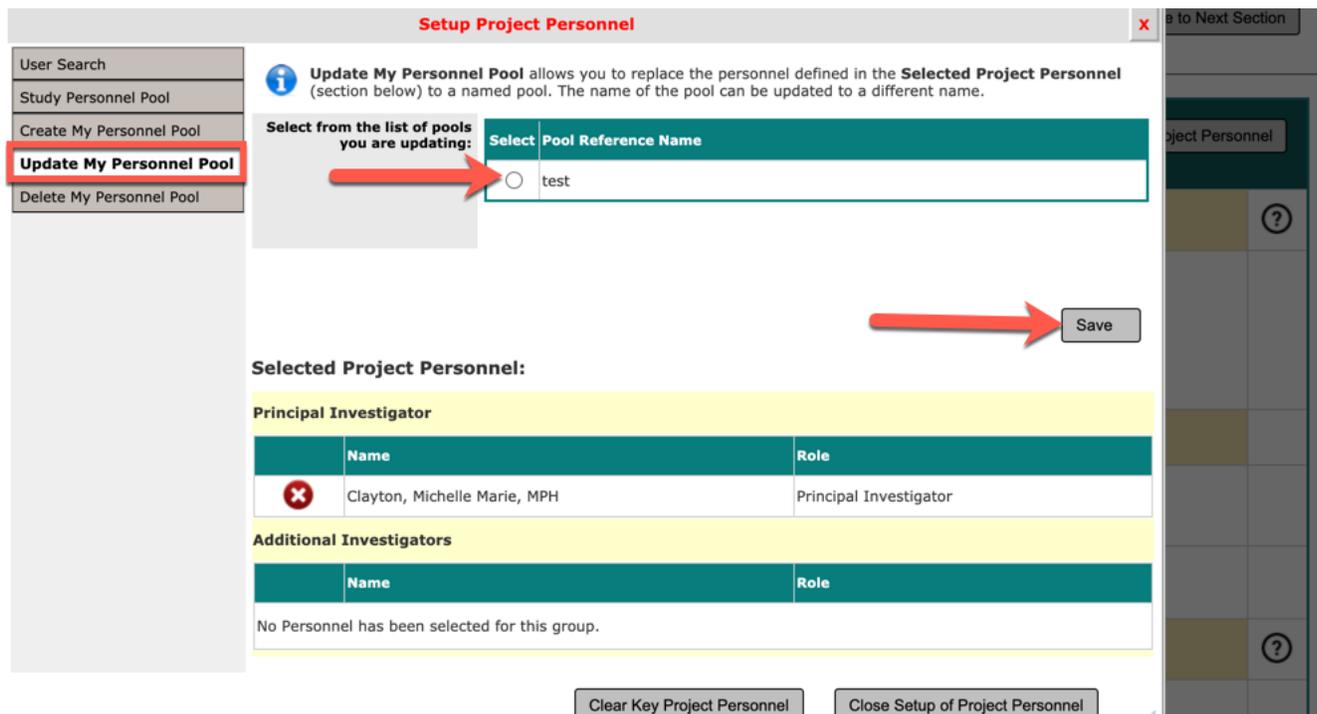
Reference name of the Pool you are creating: test

Save

- To apply the pool to future protocols, select the pool name from the dropdown list. When you are finished, select 'Close Setup of Project Personnel.'



- To make changes to personnel pools, use the menu options to the left of the Setup Project Personnel window to update or delete the pools. Save any changes, then select the 'Close Setup of Project Personnel' button.



8. After clicking the save and continue button from the Key Study Personnel (KSP) section, you will be directed to begin providing details for your research, beginning in the fourth section. You can navigate between sections using the section titles, located on the left side of the screen. Before moving to another section, you should save the section you are working on. The red asterisks (*) denote required fields.

9. Beginning in Section 4, questions will appear or disappear depending on the status of the application (new, 3rd year renewal, update, or amendment) and the keywords selected.

Account: Michelle Marie Clayton, MPH
Department: UTHSC - VC-Research - Electronic Research Administration
Path: Home > project mgmt.

Help **My Profile** **Log out**

My Workspaces **Working Title:** UTHSC RSC Guide **Project Assistant** **UTHSC Radiation Safety (Version 1.0)** **Back**
PI: Clayton, Michelle Marie, MPH

Print Friendly **Save Section** **Save and Continue to Next Section**

Section view of Application **Entire view of the Application**

1.0 General Information
2.0 Setup Department(s) Access
3.0 Grant Key Personnel access to the study
4.0 Protocol Information **REVISED 10/30/2020**

4.0 Protocol Information
REVISED 10/30/2020

4.1 *Please indicate the correct status of this submission.

- I am submitting a new protocol
- I am submitting a third year renewal
- I am submitting an update (An administrative change such as a change to the personnel, or frequency of procedures.)
- I am submitting an amendment (A change with the potential to impact the nature of the work such as a variation in the hazardous agent, experimental model (e.g. ligand binding assay to cell culture assay), equipment or handling practices.)

4.2 *Is this project funded?

- Yes
- No

4.3 *Keywords. Please select all keywords that apply to this protocol.

- Radioisotopes
- X-rays or machine produced radiation
- Irradiation
- Magnetic Resonance Producing Instrument
- Laser
- UV
- Human/non-human primate cells/tissues/fluids [requires BSL-2 containment, compliance with OSHA BBP standard]
- Prokaryotic organisms
- Recombinant DNA/infectious agents/viral vectors
- Animal study
- Human study participants

10. Section 5, the following Protocol type(s) are available:

- a. Use of radioactive materials in in-vitro experiments
- b. Use of radioactive materials in in-vivo experiments
- c. Use of diagnostic x-ray procedure (including fluoroscopy, CT, etc.)
- d. Use of MRI
- e. Use of lasers (Class 3B or 4) or use of UV radiation for purposes other than disinfection
- f. Irradiation of materials (e.g. animal subject, cellular materials, etc.)

The screenshot shows the top navigation bar with the University of Tennessee logo, user account information for Michelle Marie Clayton, and a 'Help' button. Below this is a breadcrumb trail: 'My Workspaces > Working Title: UTHSC RSC Guide PI: Clayton, Michelle Marie, MPH > Project Assistant > UTHSC Radiation Safety (Version 1.0)'. A 'Back' button is located on the right. Below the breadcrumb are three buttons: 'Print Friendly', 'Save Section', and 'Save and Continue to Next Section'. The main content area is divided into two tabs: 'Section view of Application' and 'Entire view of the Application'. The 'Section view of Application' tab is active, showing a list of sections: 1.0 General Information, 2.0 Setup Department(s) Access, 3.0 Grant Key Personnel access to the study, 4.0 Protocol Information REVISED 10/30/2020, and 5.0 Protocol Type (Check all that apply). The '5.0 Protocol Type' section is expanded, showing a list of protocol types with checkboxes: 'Use of radioactive materials in in-vitro experiments', 'Use of radioactive materials in in-vivo experiments', 'Use of diagnostic x-ray procedure (including fluoroscopy, CT, etc.)', 'Use of MRI', 'Use of lasers (Class 3B or 4) or use of UV radiation for purposes other than disinfection', and 'Irradiation of materials (e.g. animal subject, cellular materials, etc.)'.

11. The 6th section includes a Protocol Check List. Your responses in this section will determine which sections you receive. After making your selections, select 'Save and Continue' to advance through the application. For descriptions, select the orange help circle to the right of the questions.

The screenshot shows the 'Save and Continue to Next Section' button highlighted with a red box. Below this are three buttons: 'Print Friendly', 'Save Section', and 'Save and Continue to Next Section'. The main content area is divided into two tabs: 'Section view of Application' and 'Entire view of the Application'. The 'Section view of Application' tab is active, showing a list of sections: General Information, Setup Department(s) Access, Grant Key Personnel access to the study, IACUC Protocol Type, Cage and Animal Management, and Protocol Check List. The 'Protocol Check List' section is expanded, showing a list of questions with radio buttons and orange help circles. The questions are: 1. Does this protocol involve the Utilization of Animals in Experimental Neoplasia? 2. Does this protocol involve Murine Tail Tip Biopsy? 3. Does this protocol involve the Use of Paralytic Agents during Anesthesia? 4. Do you anticipate using any expired materials and/or drugs on animals? (Non-survival procedures only). Each question has a 'Yes' and 'No' radio button and an orange help circle to the right. Below each question is a text box for justification: 'If yes, provide justification in Section L.'

12. General Tips for Completing the Protocol Form:

- In questions with tables, you should click 'Add a new row' to receive text boxes. To copy information into a new row, select the 'Copy existing row(s)' button.

7.0 Radioactive Material Information

7.1 *Radioisotopes, chemical forms, and possession limits (the maximum amount that you will possess at any one time, inclusive of stocks, samples and waste). List only one nuclide per line.

Add a new row		Copy existing row(s)		Delete selected row(s)	
Radionuclide	Chemical Form	Possession Limit (mCi)	Activity per Experiment (mCi)	Volatile**	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--none--	

- If you do not answer a required question, you will be unable to move forward with the application. The following message will appear:

 **Error Encounter Saving the Application**

An error occurred on the page.

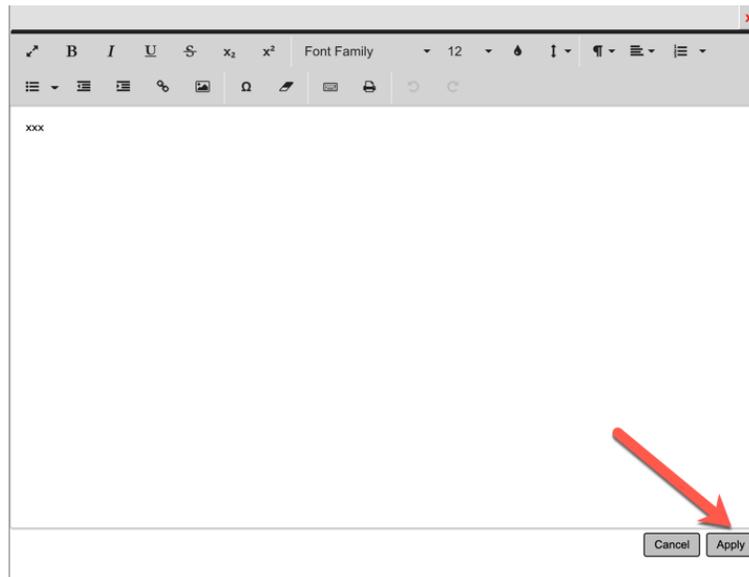
Please correct the mistake and resave the form

OK (3)

- Under questions that must be answered, there will be a red triangle and instructions, if you try to continue before you have responded.

 **The field above is a required field and cannot be left unselected.**

- When you open a Text Editor Window, ensure that you select the 'Apply' button. The apply button will save the text you have entered in the editor window.



13. When you have finished providing details for your research, you will automatically be taken to the Routing Form. The Routing Form is the package you send to the RSC that contains your application, and any additional study documents you have attached.

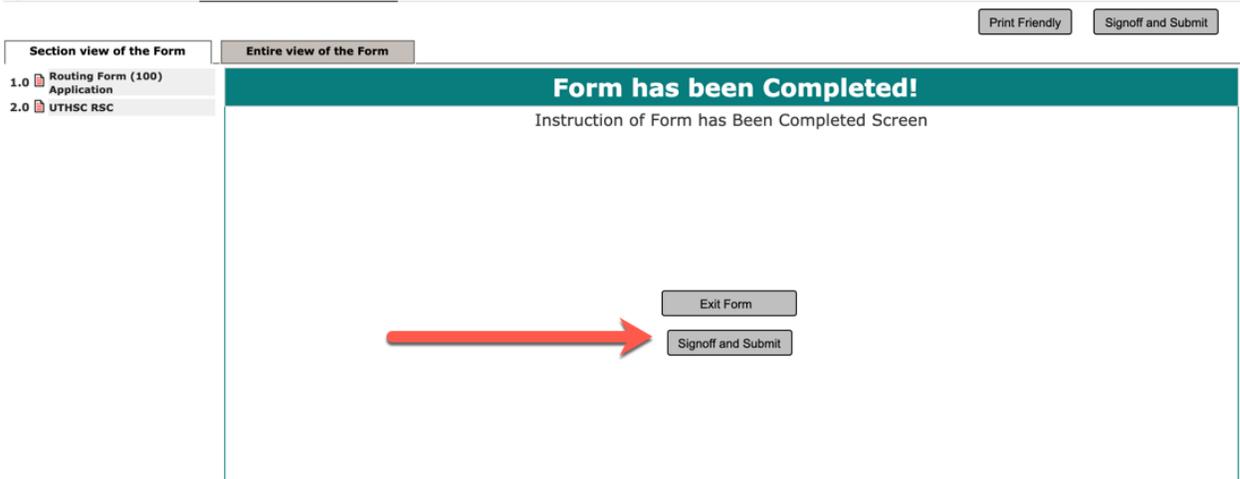
 A screenshot of the University of Tennessee's web portal. The top navigation bar includes the University of Tennessee logo, user account information for Michelle Marie Clayton, MPH, and options for Help, My Profile, and Log out. Below this is a breadcrumb trail: Home > project mgmt. The main header area shows "My Workspaces" with a dropdown, "Working Title: UTHSC RSC Guide" and "PI: Clayton, Michelle Marie, MPH", "Project Assistant", and the current page title "Routing Form for Form 1: Initial Review Submission Form - (Version 1.0)" with a "Back" button. Action buttons include "Print Friendly", "Refresh Constant Fields", "Save Section", and "Save and Continue to Next Section". The main content area is divided into "Section view of the Form" and "Entire view of the Form". The "Entire view of the Form" section shows:

- 1.0 Routing Form (100) Application
- 1.6 Please contact UTHSC RSC - (901) 448-6114 for assistance.
- 1.7 *Please attach the study/project application form.
- 1.7.1 Attachment table:

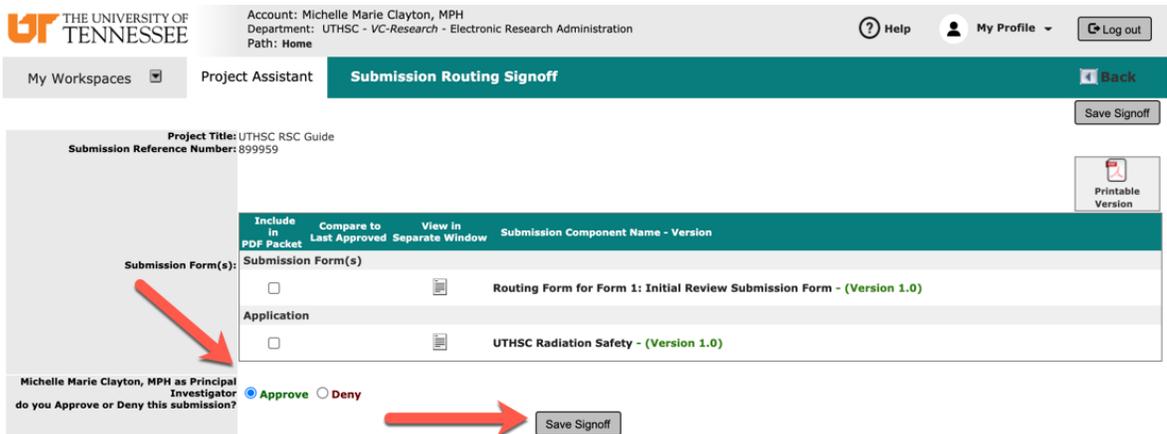
Unattach	Revise/Attach	Edit/View	Title
			UTHSC Radiation Safety (Version 1.0)
- 1.8 Study/Project Information - this information is "read-only." (rev. 9/8/2020)

Principal Investigator:	Michelle Marie Clayton, MPH
Study/Project Title:	UTHSC RSC Guide
Department Name:	UTHSC - VC-Research - Electronic Research Administration

14. You will receive the following pop-up box. To send the form to the RSC, you will need to select the 'Signoff and Submit' button:

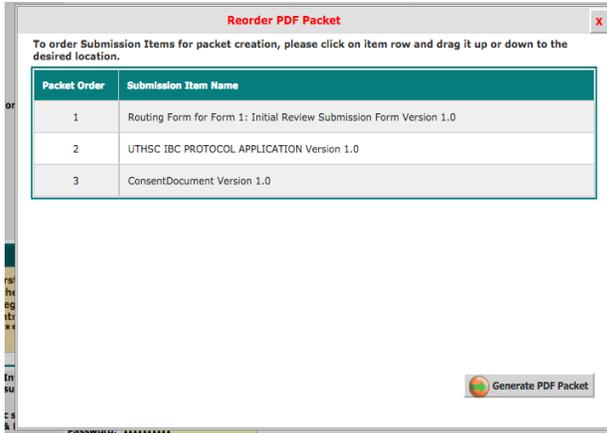


15. The next screen will prompt the PI to Approve or Deny the submission, and requires an electronic signature. By selecting approve, applying your signature, and selecting the Save Signoff button, the IACUC will receive the submission.



- Selecting the  icon, after marking the checkboxes in the Include in PDF Packet column, will create a PDF packet of your application that you can save to your computer.

- You can also reorder your PDF packet.



16. Once the RSC has received your submission, the Workflow Tracking page will state this.

Account: Michelle Marie Clayton, MPH
 Department: UTHSC - VC-Research - Electronic Research Administration
 Path: Home > project mgmt.

Help My Profile Log out

My Workspaces Working Title: UTHSC RSC Guide PI: Clayton, Michelle Marie, MPH Project Assistant Workflow - Submission Tracking Back Print Friendly

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
Pre-Submission Retract Submission					1 Day(s) 4 Hour(s) 24 Minute(s)
Completed		Routing Form for Form 1: Initial Review Submission Form is waiting to be submitted	11/11/2020 05:07:21 PM CST	11/11/2020 05:08:52 PM CST	Day Hour Minute 0 0 1
Completed	View Signoff Routing List	Assign Department Personnel for Signoff	11/11/2020 05:08:52 PM CST	11/12/2020 09:31:32 PM CST	Day Hours Minutes 1 4 22
Completed	View Signoff	Michelle Marie Clayton, MPH as Principal Investigator review and apply signoff	11/11/2020 05:08:55 PM CST	11/12/2020 09:31:28 PM CST	Day Hours Minutes 1 4 22
Completed		Send Email with Merge Code	11/12/2020 09:31:32 PM CST	11/12/2020 09:31:32 PM CST	Day Hour Minute 0 0 0
UTHSC RSC					0 Day(s) 0 Hour(s) 0 Minute(s)

17. After the RSC has processed your submission, the Outstanding Submission information will no longer be on your study's project management page.

The screenshot shows a navigation menu with two options: **Submissions History** and **Project Correspondence**. Below this is a section titled **Outstanding Submission(s)** with a red arrow pointing to it. Underneath is a table with the following headers: **Track Location**, **Ref Number**, **Request Type**, and **Process Submission**. The table content states: "There are no outstanding submissions."

18. After the RSC has received your submission, you must go to the Submission History to view the Workflow Tracking page.

The screenshot shows the same navigation menu as above. The **Submissions History** tab is highlighted with a red rectangular box. Below it is the **Outstanding Submission(s)** section with the same table header and "There are no outstanding submissions." message.

19. Clicking the Track Location button will display the status of your submission again, including who was assigned as your analyst in the RSC office, and where it is in the pre-review and review process.

Project Status: Pending - Submitted for Initial Review		IACUC Number: 18-05004		Project Title: UTHSC IACUC - 8/16/18 Breeding & Training						
Submissions in Process		Completed Submissions		Submissions Returned with Changes						
Reference Number	Track Location	Status	Request Type	Details	Review Board	View Outcome Letters	Review Process	Meeting Date	Review Outcome	Date Received
682571			Routing Form for Form 1: Initial Review Submission Form							
			Routing Form for Form 1: Initial Review Submission Form		UTHSC IACUC		Process Administratively			08/21/2018 12:25:23 PM CDT

20. If you log out of iMedRIS and want to find your protocol submission again, you should click the View My Projects link under the Featured Project Operations on the iMedRIS home screen.

The screenshot displays the iMedRIS home interface. At the top, the University of Tennessee logo is on the left, and the user's name 'Michelle Marie Clayton, M...' and last login time '11-11-2020 15:53' are in the center. On the right, there are links for 'Help', 'Tutorial', 'My Profile', and 'Log out'. Below the header, there are two main sections: 'Featured Project Operations' and 'Tasks'. In the 'Featured Project Operations' section, the 'View My Projects' button is highlighted with a red rectangle. The 'Tasks' section shows 'View All Tasks' and 'View Project Tasks', both with a red '5' notification badge. Below these sections is the 'Project Assistant' area with icons for 'Find a Project', 'My Appointments', and 'Department Schedule'. At the bottom, the 'All Tasks' section is active, showing 'Outstanding' and 'Completed' filters, a 'Task List' dropdown set to 'All', and a message '5 result(s) found...' with a page indicator '1 - 5'.

21. Find the project you wish to view, and click to open it by using the pencil and paper icon in the leftmost column. Additionally, you can also search by title, using the search bar, as well as filter your projects by board.

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

Project Status	Review Board	RB Number	RB Expiration	Project Title Working Title	Principal Investigator	Actions
Draft	UTHSC RSC			UTHSC RSC Guide	Clayton, Michelle Marie, MPH	History Items Forms Hide Copy Delete Corr

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

22. Once you open the project, the project management screen will show additional project submission forms (outlined in red). These additional forms should not be submitted until the protocol application has been approved by the RSC.

Account: Michelle Marie Clayton, MPH
Department: UTHSC - VC-Research - Electronic Research Administration
Path: Home

My Workspaces Working Title: UTHSC RSC Guide PI: Clayton, Michelle Marie, MPH Project Assistant Submissions Back

Project Status: Draft Project Title: UTHSC RSC Guide

Submissions Project Management

Protocol Items

- Project Application
- Informed Consent
- Other Project Documents
- UTHSC RSC Annual Renewal (First and Second)**
- UTHSC RSC Termination
- UTHSC RSC Update or Amendment Form
- Routing Form for Form 1: Initial Review Submission Form

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
	899959	Click on the hyperlink to edit/view the submission. Routing Form for Form 1: Initial Review Submission Form	Send Submission