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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 Net ID and password. If you need to obtain a UT Net ID, 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 you 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.
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.

Responding to Recommendations and Provisos

1. When the RSC sends you recommendations or provisos (i.e., instructions or questions regarding your protocol), you will receive one of two response forms.

2. Under your ‘Study Tasks’ tab on your iMedRIS home page, you will see items under the Task Type column: ‘Submission Response’ (initial Pre-Reviewed protocols) or ‘Submission Correction’ (subsequent protocols that have already been through the initial pre-review process, and have been reviewed by members of the pre-review committee).
3. Select the pencil and notepad icon under the ‘Click to Open’ column for the study requiring a response.

4. If you have an old version of the response form, or if you have the new version that needs an update, you will get a pop-up window asking you to convert to the new form. If you do not receive the pop-up window, then you already have the most updated version of the response form.
5. Scroll down past the protocol information, to view the provisos provided by the UTHSC RSC. The first time you receive comments will be from the pre-review process. These provisos must be addressed before the full committee meeting. The second time you will receive comments will be after the full committee meeting. To ensure approval of the protocol, all the provisos must be addressed and resubmitted to the RSC.
   a. For each proviso, there is a description that will include the name of the section, as well as what change is requested.
   b. Below the description, you will be asked to confirm your acceptance of each proviso.
   c. After confirming your acceptance, you will be asked to provide details of how the proviso was addressed. These steps must be completed for each proviso.

6. In addition to explaining how you addressed each of your provisos in the response form, you will also need to create a revision of the study application. The new revision of the application will need to include any changes requested by the RSC.
   a. There are two ways that may be available to create your revision. For each response form you submit, you should only create one revision.
      i. If RSC reviewers have linked your proviso to the initial application, you will see the option to create a revision beside each linked proviso.
      ii. Additionally, you can view the initial protocol previously submitted to the RSC by selecting the ‘UTHSC RSC Safety’ with the appropriate version number.
7. Click the pencil and notepad icon on the left of the revised application to continue editing.

8. Click the ‘Revise Existing’ button on the right to create a new version of the study application (if you have NOT created a revision yet).

   i. Afterwards, you will need to edit the new application as needed and save through the entire application by clicking . When you have saved through the entire application, you will automatically return to the review response form.

   ii. For each linked proviso, you will be taken to the appropriate section, and the modifications required will be shown in blue.
iii. When you return to the review response form, the links to components for each linked proviso will include the option to ‘Compare Application Version.’ Selecting this button will allow you to compare the versions listed under ‘Component Name.’

iv. Before submitting your form, and if your proviso has been addressed in your application, mark each action as complete.
v. If you do not have provisos linked to the initial application, you will need to create a revision of the application at the bottom of the form.
   1. Select the checkbox next to the UTHSC RSC PROTOCOL application.
   2. After selecting the application, select revise submission.

3. Select ‘OK’ if you have not yet created a revision.

4. After selecting OK, you will receive a notification box stating the new version number.

9. After addressing the provisos, both in the review form and as part of the revised application, select the

   [Save and Continue to Next Section] or [Signoff and Submit].
10. The next page shown will be the Submission Routing Signoff Sheet. Beside the UTHSC Radiation Safety Form, the version number shown should match the revision number previously displayed on the pop-up window. If you have addressed all provisos, select ‘Approve’ and save the signoff.