

# UTHSC RSC TERMINATION



## 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

## Table of Contents

Getting Started .....	3
Navigational Tips .....	4
Submitting a Termination Form .....	7

## 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?'.

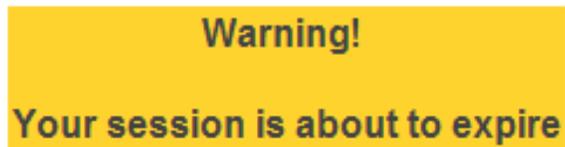
3. Log in using your UT NetID and password. Additionally, you will need to authenticate using DUO. If you need to obtain a UT NetID, go to the University of Tennessee's Office of Information Technology website at <https://oit.utk.edu/accounts/forms/Pages/default.aspx>. If you are having trouble with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

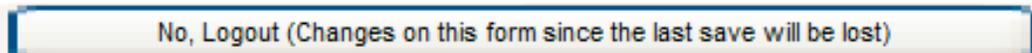
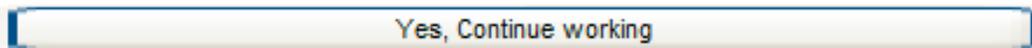


located in the top right corner of the screen before stepping away from your work.

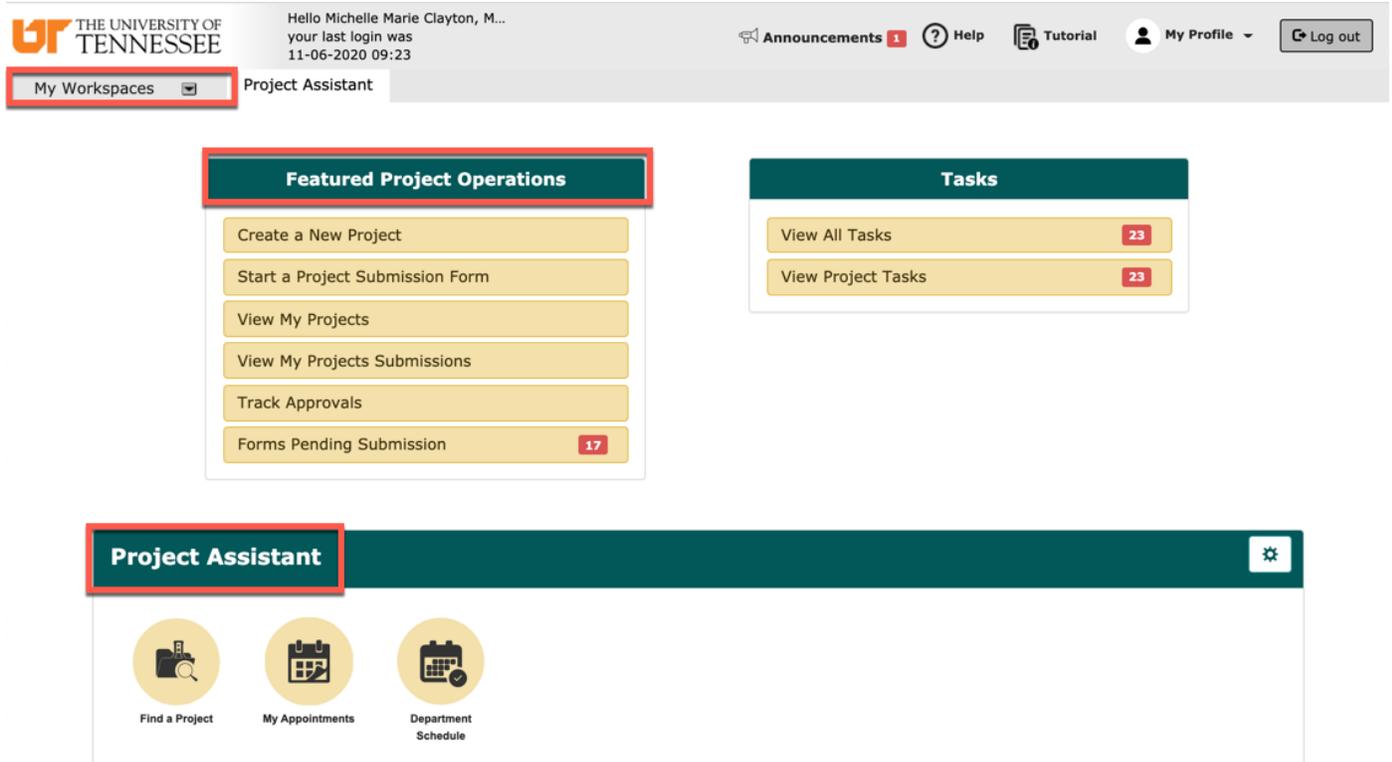


Would you like to continue?

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

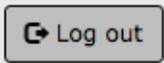


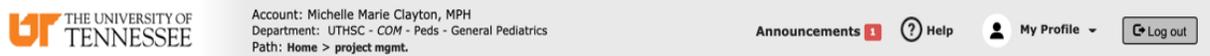
2. The home screen will appear as:



- 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
- 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.
- 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.

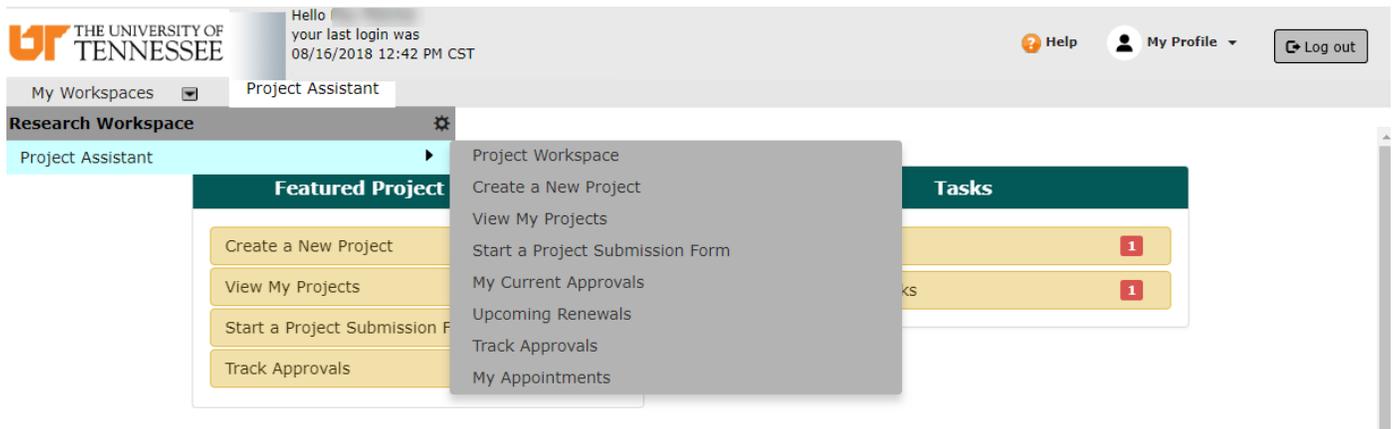
## 6. Key Icons:

- 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 Termination Form

1. This form is used when the protocol needs to be terminated. If the termination needs to occur at the time that the third year or annual renewal would be taking place, and there are no changes or incidents that need to be reported, this form can be the final form submitted for the protocol.
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 Termination form. You will need to select the appropriate review board tab (if you have multiple). To find the study you need to terminate, you can use the title search bar. Once you have identified the study, select the 'Forms' icon.

The screenshot shows the 'RSC Projects' dashboard. At the top, there is a search bar labeled 'Search for RB Number, Title, Alias' with a 'Search' button. Below the search bar are tabs for 'All', 'Draft', 'RSC', and 'University of Tennessee - Knoxville IRB'. The 'RSC' tab is selected. Below the tabs, it says '2 result(s) found...'. A table displays project information:

Click to open Project Dashboard	Project Status	Review Board	RB Number	RB Expiration	Project Title	Principal Investigator	Actions
	RSC APPROVE	RSC	2020		changing branching RSC 10/29/20	Clayton, Michelle Marie, MPH	History, Items, <b>Forms</b> , Hide, Copy, Delete, Corr
	Draft	RSC			RSB 9/3/2020	Clayton, Michelle Marie, MPH	History, Items, Forms, Hide, Copy, Delete, Corr

The 'Forms' icon in the actions column of the first row is highlighted with a red box. Below the table, it says '2 result(s) found...'. The page number '1 - 2' is visible in the top right corner.

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

The screenshot shows a 'Submission Form List' dialog box. The dialog has a title bar with 'Submission Form List' and a close button. Below the title bar is a table with the following columns: 'Version List', 'Start a new Submission', and 'Edit Incomplete Submissions'. The table contains three rows:

Version List	Start a new Submission	Edit Incomplete Submissions
UTHSC RSC Termination	<b>+</b>	
UTHSC RSC Third Year Renewal		
UTHSC RSC Update or Amendment Form		

The '+' icon in the 'Start a new Submission' column for the first row is highlighted with a red box. The background shows a blurred view of the RSC Projects dashboard with '33 result(s) found...' and '2 result(s) found...' visible.

- 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.

- The first part of the form will display the protocol information, including the IBC Number, PI's name, Project Title, and the Full Renewal Expiration Date (the 3-year expiration date). You are required to submit a termination date and to confirm that the protocol has been terminated. Additionally, you can submit supporting documents for your termination as needed. After indicating whether you would like to terminate the protocol, click the 'Save and Continue to Next Section' button.

7. The next page will show that the form has been completed. Select the 'Signoff and Submit' button to proceed to routing.

Account: Michelle Marie Clayton, MPH  
 Department: UTHSC - COM - Peds - General Pediatrics  
 Path: Home > rscterm list

Announcements 1 ? Help My Profile Log out

My Workspaces Working Title: changing branching RSC 10/29/20  
 PI: Clayton, Michelle Marie, MPH Project Assistant UTHSC RSC Termination - (Version 1.0) Back

Print Friendly Signoff and Submit

Section view of the Form Entire view of the Form

1.0 UTHSC RSC Termination revised 10/20/2020

**Form has been Completed!**

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.

Exit Form  
 Signoff and Submit

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

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

Project Title: changing branching RSC 10/29/20  
 Submission Reference Number: 709991

Printable Version

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name - Version
<input type="checkbox"/>			UTHSC RSC Termination - (Version 1.0)

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

Save Signoff