HUMAN RESEARCH
PROTECTION PROGRAM

iMedRIS Quick Guide

Attach Other Study Documents

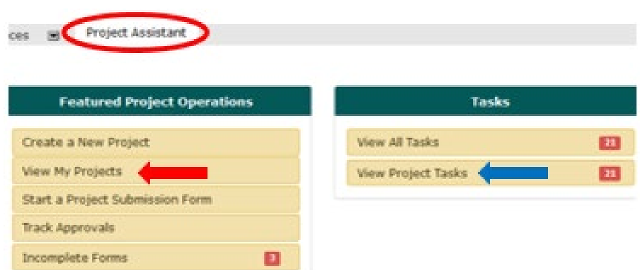
iMedRIS version: 11.01
Last Revised: 04.15.2020

Follow the steps below to attach additional study documents (recruitment materials, grant materials, etc.) to your IRB submission.

Find and Open the Study

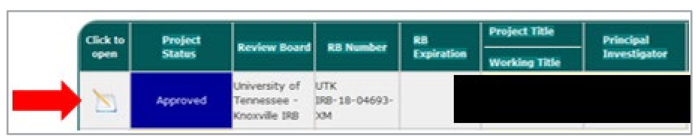
1. **Log in** to [iMedRIS]() using your **NetID** and **Password**.

2. **Project Assistant** screen (tab circled in red)
   - Click **View Project Tasks** (blue arrow) to see your pending **Study Tasks** if responding to a request from the IRB, or
   - Click **View My Projects** (red arrow) to see all the studies on which you are listed as study personnel.

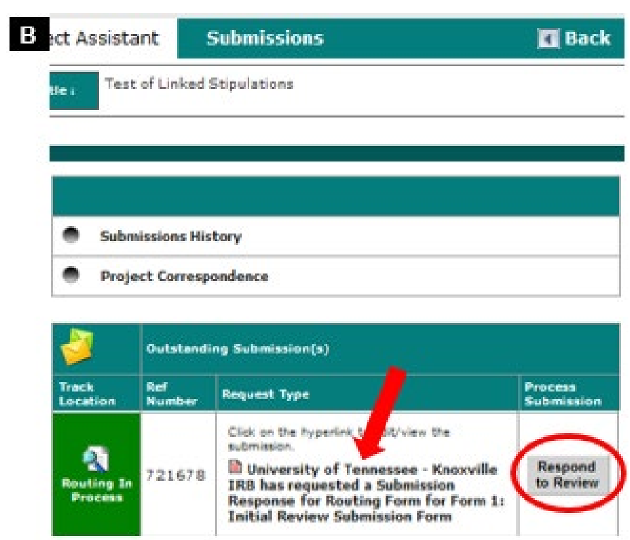


3. **Locate your study.**

Click the (red arrow) under the **Click to Open** column.



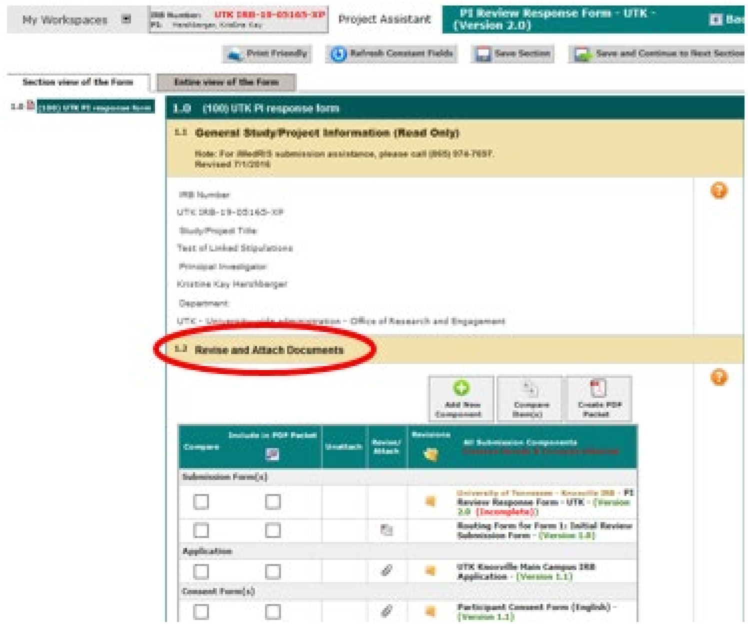
4. **Submissions** screen
   - If the study opens to the **PI Review Response** (or Correction) **Form** (picture A), skip to **Step 5**.
   - If the study opens to the **Submissions** screen (picture B), find the **Outstanding Submission(s)** section.
   - In that section is an **IRB request for a Submission Response** (or Correction) (red arrow).
   - Click either **Respond to Review** (circled in red) or **University of Tennessee - Knoxville IRB has requested a Submission Response for Routing Form for Form 1: Initial Review Submission Form** (red arrow) under the **Request Type** column.



Attach Other Study Documents

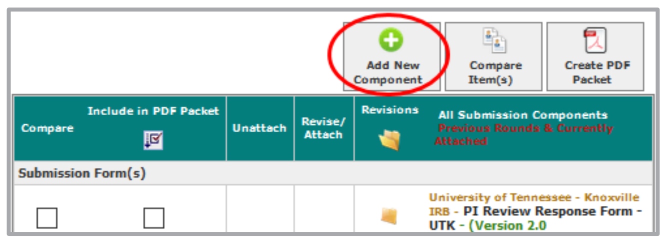
5. **PI Review Response** (or Correction) **Form**
   - Scroll down to section **1.2 Revise and Attach Documents** (circled in red).
   - Find the form or document that needs the correct version attached.

TIP: Find the 📎 icon under the **Revise/Attach** column. The paperclip indicates there is a different version of that document available that is not attached to this submission.



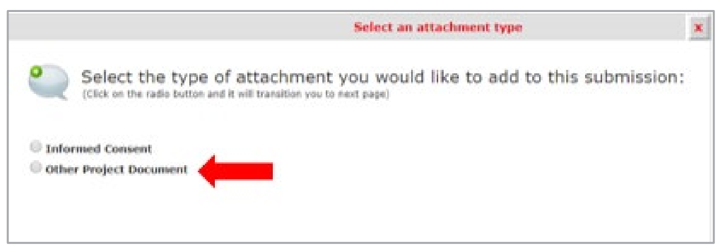
6. **Revise and Attach Documents** section

If the requested document is not listed in the table, click the **Add New Component** button (circled in red).



7. **Select an Attachment Type** pop-up window

Click **Other Project Document** (red arrow) if you are attaching anything other than an Informed Consent.

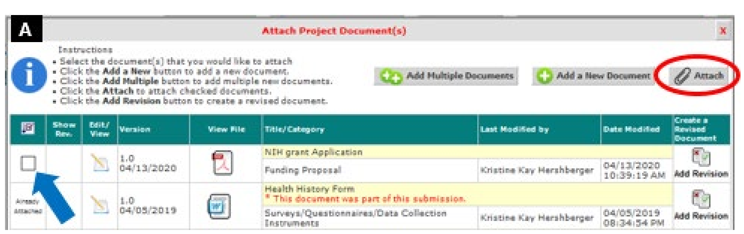


8. **Attach Project Document(s)** window – Document uploaded but not attached.

If the document was previously uploaded, but was not part of the submission package, it may be listed here (**picture A**). If so:

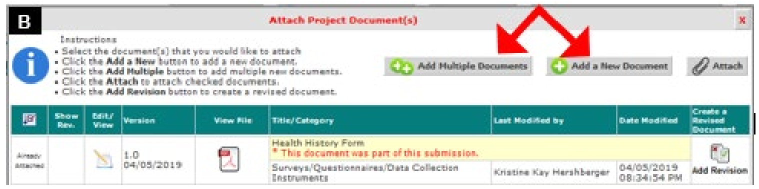
- Click the **check box** under the first column (blue arrow).
- Click **Attach** (circled in red).
- You will be returned to the **Review Response** form.

TIP: **Do Not** upload consent forms to Other Project Documents **unless** as a consent audit for a Continuing Review Request.



9. Attach Project Document(s) window – Upload Document. To upload other study documents (not consent forms):

- click **Add a New Document** (**picture B**) to add a single document (red arrow on right), or
- if adding more than one document, click **Add Multiple Documents** (red arrow on left).



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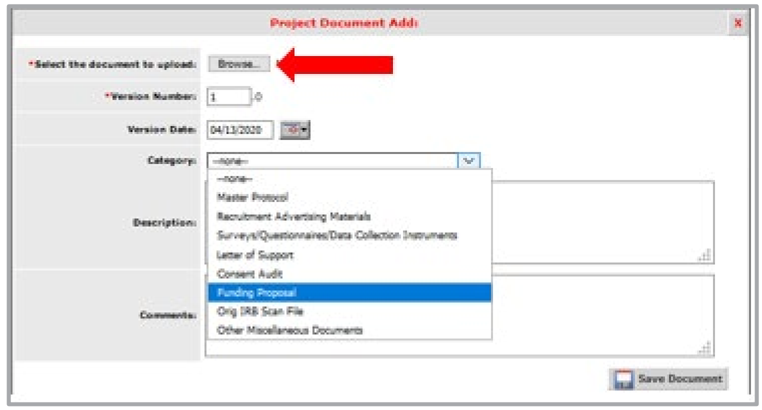
10. Project Document Add window/screen – Upload Document.

- Click **Browse/Upload** (red arrow) to upload the desired document.
- **Category** – Select Funding Proposal for grant documents, etc.
- **Version Number** – 1.0 for new documents.
- **Version Date** – Click calendar icon for the date.
- Add optional additional information in the Description and Comment text boxes.
- Click **Save Document**.



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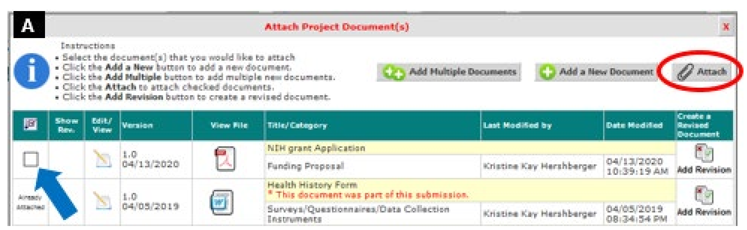
11. After returning to the **Attach Project Document(s)** window:

- **Confirm** the correct documents are uploaded.
- Click the check box in the first column if the document is not already attached (blue arrow, **picture A**)
- Click **Attach** (circled in red).



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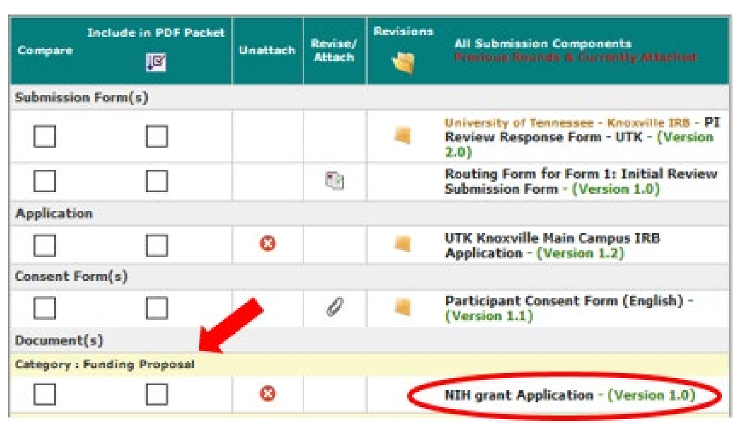
12. On the **PI Review Response Form**

The documents are attached (circled in red).

TIP: Other Project Documents are organized by category. Categories are shown in yellow (red arrow).



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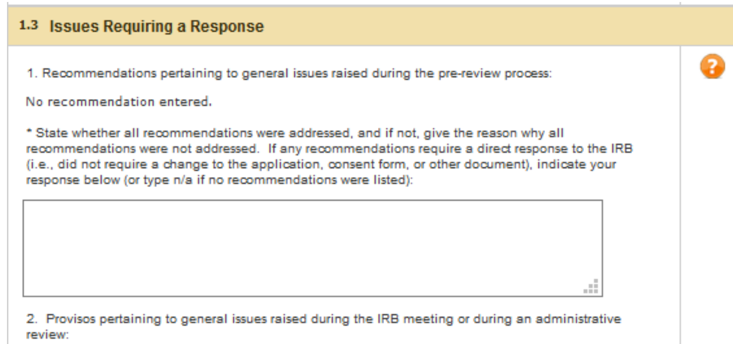
13. **Issues Requiring a Response** section

- Scroll down to section **1.3 Issues Requiring a Response**.
- Respond to each item by entering information in the text box and, if applicable, by selecting **Yes**, **No** or **N/A** for each proviso.
- Click **Save and Continue to Next Section** after responding to all the requested changes.



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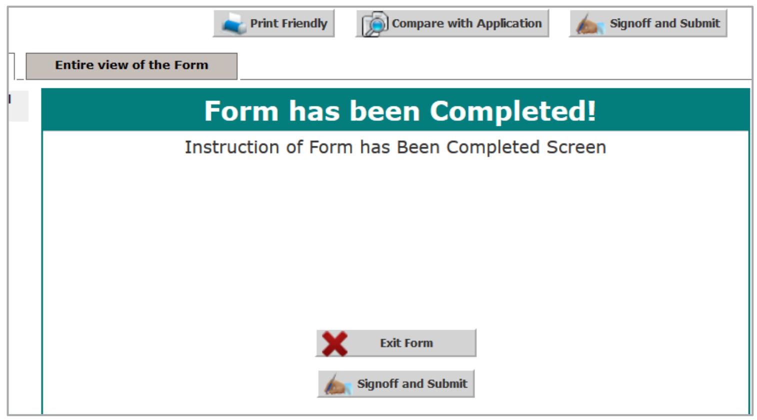
14. **Form Completed** screen

- Either the PI **or** another investigator (co/sub or co-PI) must click **Signoff and Submit**.
- Then users are routed to the **Setup Signoff Submission Routing** screen.

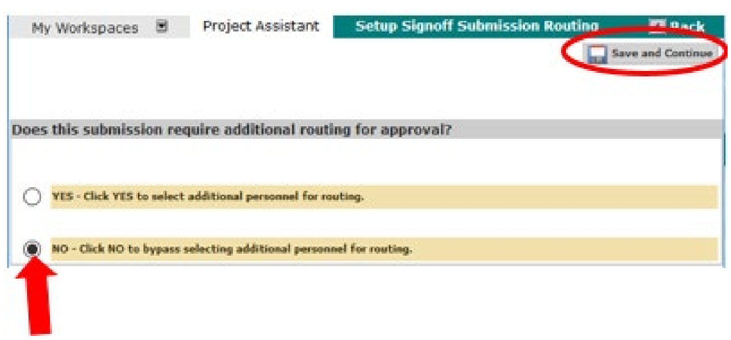
TIP: If study personnel other than an investigator completes the form, only the **Exit Form** button appears. The PI then must open the form and click **Signoff and Submit**.



Required Routing and Submission Signoffs

15. **Setup Signoff Submission Routing**

- Click **No** (red arrow)
- Click **Save and Continue** (circled in red).



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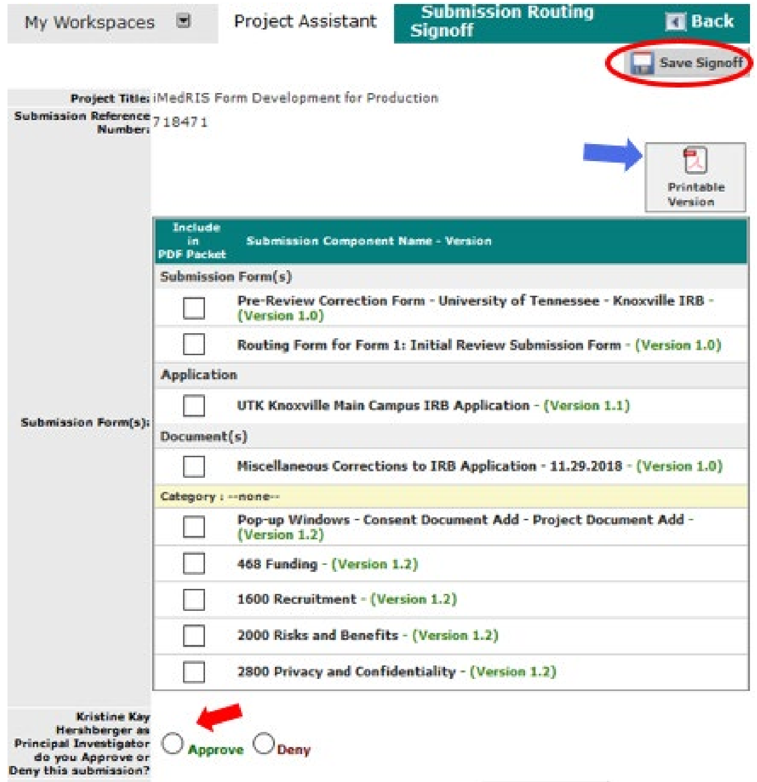
26. Submission Routing Signoff

- **View a document** by clicking on it.
- If you want to **print documents** as a PDF
  - Check the box next to each document you want to print.
  - Click **Printable Version** PDF button (blue arrow).



If everything is in order:

- Click **Approve** (red arrow).
- Click **Save Signoff** (circled in red).

The packet is routed to the IRB after all required personnel have signed off.

Document History

Date	Summary of Changes
04.15.2020	Original Document Approved.