| UT Human Research Protectino Program | **iMedRIS Quick Guide**  **Tracking an Application** |
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|  | iMedRIS version: 11.01 |
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|  | Last Revised: 10.28.2020 |

Please see the guidance below for how to track your iMedRIS application. When loading the tracking page in iMedRIS please give the page a few seconds to load.

# Step-by-Step Instructions

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| 1. Log into [iMedRIS](https://imedris.uthsc.edu/) using your NetID (<https://imedris.uthsc.edu/>). | An image of the iMedRIS log in screen.1 |
| 1. Alternately, on the top left of your iMedRIS home page, hover your mouse over the My Workspaces drop-down symbol. Then move you mouse to hover over *Project Assistant*.  * Click on *View My Projects*. | The image is labeled as 2B.  The label refers to  these instructions being the second option for locating the study record requring continuing review.   The image shows a red arrow pointing to the My Workspaces drop-down menu on the iMedRIS homepage.  The drop-down menu is open and the Project Assistant option is highlighted in light blue.  To its right, the Project Assistant menu is open and shows the View My Projects option highlighted in light blue circled in red. |
| 1. Click on the notepad to open your project. |  |
| 1. Click on the colored box. It may be either green or yellow depending on the status of the submission. |  |
| 1. If the box says Waiting for Signoff, your submission tracking status will look like the following:    1. Click on the orange bubble in the diagram to see what step your application is on in the approval process    2. If anything in the column labelled Task Status says received then you are waiting for a signature from that individual. |  |
| 1. If the box says Routing in Process, your submission tracking status will look similar to this:    1. Click on the orange bubble in the diagram to see what step your application is on in the approval process    2. Please check the column labelled Task Status to see where your project is in the process |  |

**Document History**

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| **Date** | **Summary of Changes** |
| 10.26.2020 | Original Approval |