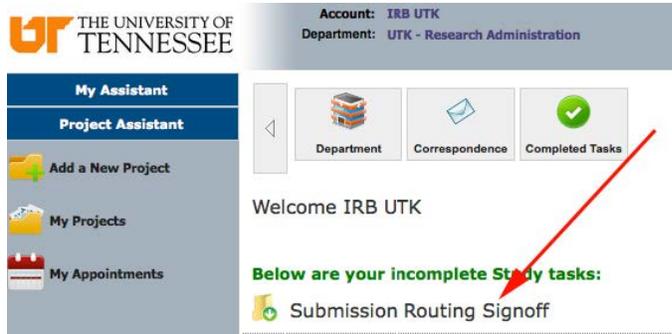


# Easily Determine Submission Status in iMedRIS

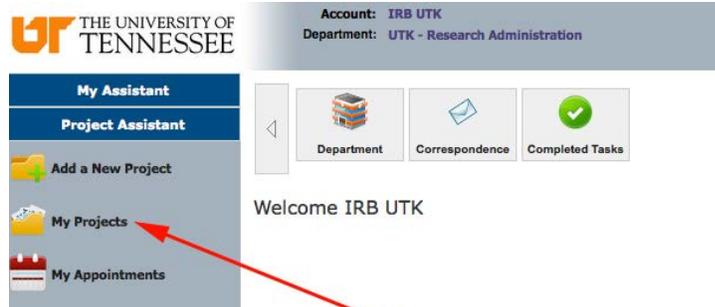
Prepared by Colleen Gilrane, IRB Chair

The tutorial below illustrates how to go into the project file in iMedRIS (<https://ris01.uthsc.edu/>) and determine at which step in the process a submission is.



First, your own home screen will let you know if you have, indeed, submitted your application or not. If you have an **incomplete study task** of **Submission Routing Signoff**, you have not yet begun the process of submitting your application. Click on this task, and route your application for sign off and submission.

If you have already signed off and submitted, go ahead and click on **My Projects** in your home screen...



...and then Click to open the project file.

Click to open	View Details	Project Status	IRB Number	IRB Expiration	Working Title	Principal Investigator	Copy Project
					Project Title		
		Pending - Submitted for Initial Review			Routing	UTK, IRB	
					Study for Routing		

Back

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- Submissions History
- Project Correspondence

**Outstanding Submission(s)**

Track Location	Ref Number	Request Type	Process Submission
<b>Waiting for signoffs</b>	536611	Click on the hyperlink to edit/view the submission. <b>Routing Form for Form 1: Initial Review Submission Form</b>	<input type="button" value="Retract Submission"/>

Once you are in the project file, you can **Track Location** by clicking on the magnifying glass in the **Waiting for signoffs** box.

In this screen, **the green checks indicate completed actions**—so the green check next to “IRB UTK as Principal Investigator review and apply signoff” tells you the PI has signed off on this submission. The **blue circle/arrow** next to “Tammy Loy as Faculty Advisor review and apply signoff” tells you that **iMedRIS has sent the application to the advisor, who has not yet signed off.**

Working Title: Routing **Workflow - Submission Tracking**  
 PI: UTK, IRB

Status	View Details	Date Received / Date Completed	Event Description
		03/09/2016 08:25 AM EST	Tammy Loy as Faculty Advisor review and apply signoff
	 Routing Assignment List	03/09/2016 08:25 AM EST 03/09/2016 08:25 AM EST	Assign Department Personnel for Signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:25 AM EST	IRB UTK as Principal Investigator review and apply signoff
		03/09/2016 08:24 AM EST 03/09/2016 08:24 AM EST	Routing Form for Form 1: Initial Review Submission Form has been retracted by IRB UTK
		03/09/2016 08:21 AM EST 03/09/2016 08:25 AM EST	Routing Form for Form 1: Initial Review Submission Form is waiting to be submitted

In this next screen, you can see that **the advisor has signed off (green check mark)**, and that **iMedRIS has sent the submission to the DRC for review and sign off (blue circle/arrow)** ...

Account: IRB UTK  
 Department: UTK - Research Administration  
 Navigation: Home > my projects > project mgmt.

Working Title: Routing  
 PI: UTK, IRB

### Workflow - Submission Tracking

Status	View Details	Date Received / Date Completed	Event Description
		03/09/2016 08:31 AM EST	Sara Beatriz Mulville as Department Review Chair review and apply signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:25 AM EST	Assign Department Personnel for Signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:25 AM EST	IRB UTK as Principal Investigator review and apply signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:31 AM EST	Tammy Loy as Faculty Advisor review and apply signoff
		03/09/2016 08:24 AM EST 03/09/2016 08:24 AM EST	Routing Form for Form 1: Initial Review Submission Form has been retracted by IRB UTK
		03/09/2016 08:21 AM EST 03/09/2016 08:25 AM EST	Routing Form for Form 1: Initial Review Submission Form is waiting to be submitted

...and finally, having been approved by the DRC, **the submission is sent to the Department Head for approval.**

Account: IRB UTK  
 Department: UTK - Research Administration  
 Navigation: Home > my projects > project mgmt.

Working Title: Routing  
 PI: UTK, IRB

### Workflow - Submission Tracking

Status	View Details	Date Received / Date Completed	Event Description
		03/09/2016 08:46 AM EST	Ms. Kristine Kay Hershberger as Department Chair review and apply signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:25 AM EST	Assign Department Personnel for Signoff
		03/09/2016 08:31 AM EST 03/09/2016 08:46 AM EST	Sara Beatriz Mulville as Department Review Chair review and apply signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:25 AM EST	IRB UTK as Principal Investigator review and apply signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:31 AM EST	Tammy Loy as Faculty Advisor review and apply signoff
		03/09/2016 08:24 AM EST 03/09/2016 08:24 AM EST	Routing Form for Form 1: Initial Review Submission Form has been retracted by IRB UTK
		03/09/2016 08:21 AM EST 03/09/2016 08:25 AM EST	Routing Form for Form 1: Initial Review Submission Form is waiting to be submitted

**The IRB does not receive your application until after all necessary individuals have reviewed, approved, and signed off on it.** At that point, it is reviewed for completeness, and assigned to a reviewer. If you have not routed it to all of the necessary individuals, it will be sent back to you with a note indicating whose review, approval and sign off is still required; only once those have been completed will it be assigned for review.



 Account: IRB UTK  
 Department: UTK - Research Administration  
 Navigation: Home > my projects > project mgmt.
 

 Home

Working Title: Routing  
 PI: UTK, IRB

### Workflow - Submission Tracking

Status	View Details	Date Received / Date Completed	Event Description
		03/09/2016 09:07 AM EST	University of Tennessee - Knoxville IRB received the submission
		03/09/2016 09:07 AM EST 03/09/2016 09:07 AM EST	The following Study Personnel are not registered with up to date training records:
		03/09/2016 08:46 AM EST 03/09/2016 09:07 AM EST	Ms. Kristine Kay Hershberger as Department Chair review and apply signoff
		03/09/2016 08:31 AM EST 03/09/2016 08:46 AM EST	Sara Beatriz Mulville as Department Review Chair review and apply signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:25 AM EST	IRB UTK as Principal Investigator review and apply signoff
		03/09/2016 08:25 AM EST 03/09/2016 08:31 AM EST	Tammy Loy as Faculty Advisor review and apply signoff
	 Routing Assignment List	03/09/2016 08:25 AM EST 03/09/2016 09:07 AM EST	Assign Department Personnel for Signoff
		03/09/2016 08:24 AM EST 03/09/2016 08:24 AM EST	Routing Form for Form 1: Initial Review Submission Form has been retracted by IRB UTK
		03/09/2016 08:21 AM EST 03/09/2016 08:25 AM EST	Routing Form for Form 1: Initial Review Submission Form is waiting to be submitted