

HRPP Newsletter

March 11, 2016
Volume 2, Issue 3

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March 2016

We hope you enjoyed a well-deserved rest last week during UT's Spring Break. While you were gone, our staff was busy reviewing your IRB submissions. As always, please remember to respond as quickly as possible to submission request changes as the faster we receive your responses, the faster we can approve your studies.

– HRPP Staff

Tip of the Month: Easily Determine Submission Status in iMedRIS

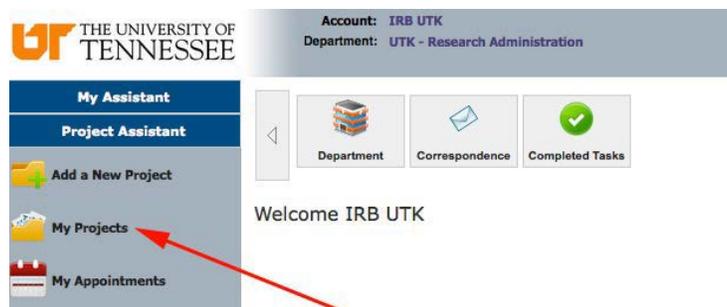
By Colleen Gilrane, IRB Chair

UT Researchers, happy spring! We have had many calls and emails recently asking about the status of studies, and in some cases, the IRB has not yet received the submissions, as they are still awaiting departmental review and approval. So for this month's tip, we outline below **how to go into the project file in iMedRIS and determine where a submission is in the process.**



First of all, 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. Go ahead and 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 Project Title	Principal Investigator	Copy Project	Delete Project
		Pending - Submitted for Initial Review			Routing	UTK, IRB		
Study for Routing								

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- Submissions History
- Project Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
	536611	Click on the hyperlink to edit/view the submission. Routing Form for Form 1: Initial Review Submission Form	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
PI: UTK, IRB

Workflow - Submission Tracking				
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)**...

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
	 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 08:25 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.**

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
	 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 08:31 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
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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.

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

Training Opportunities

Training opportunities are still available. Check out these [upcoming events](#).

Learn at Your Leisure

Check out the video, [Path to IRB Approval](#), recorded at January's Responsible Conduct of Research (RCR) Lunch Series. These tips and helpful hints will help you save time during the review process.

There are two more RCR Lunch Series sessions left this semester. [Sign up today!](#)

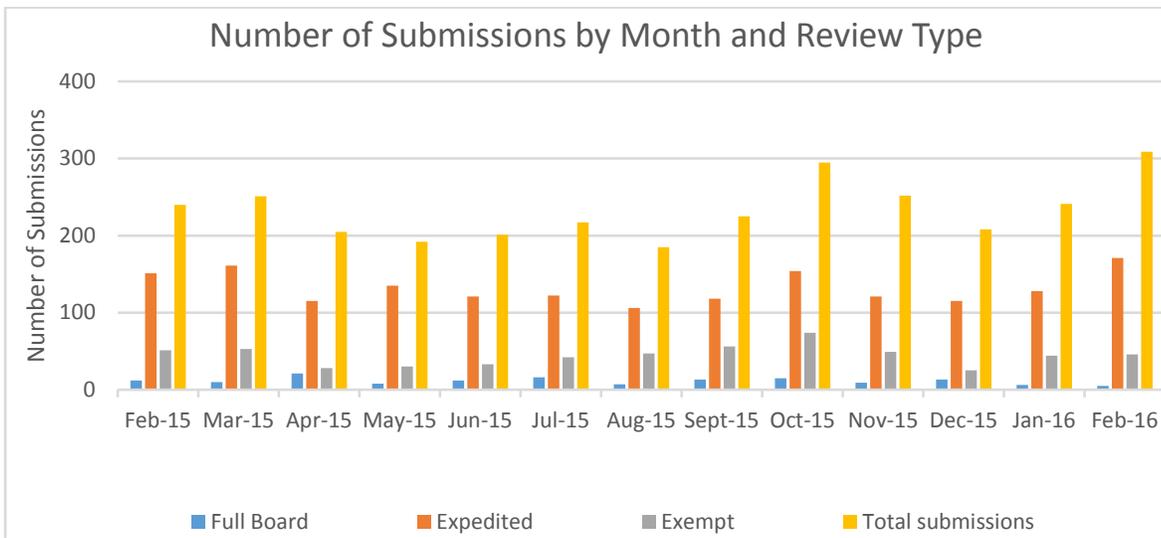
IRB 101 – An overview of IRB requirements and procedures designed for anyone interested in conducting human subjects research at the University of Tennessee, Knoxville.

IRB: Responding to Reviews – Learn how to respond in iMedRIS to requests for changes from the IRB.

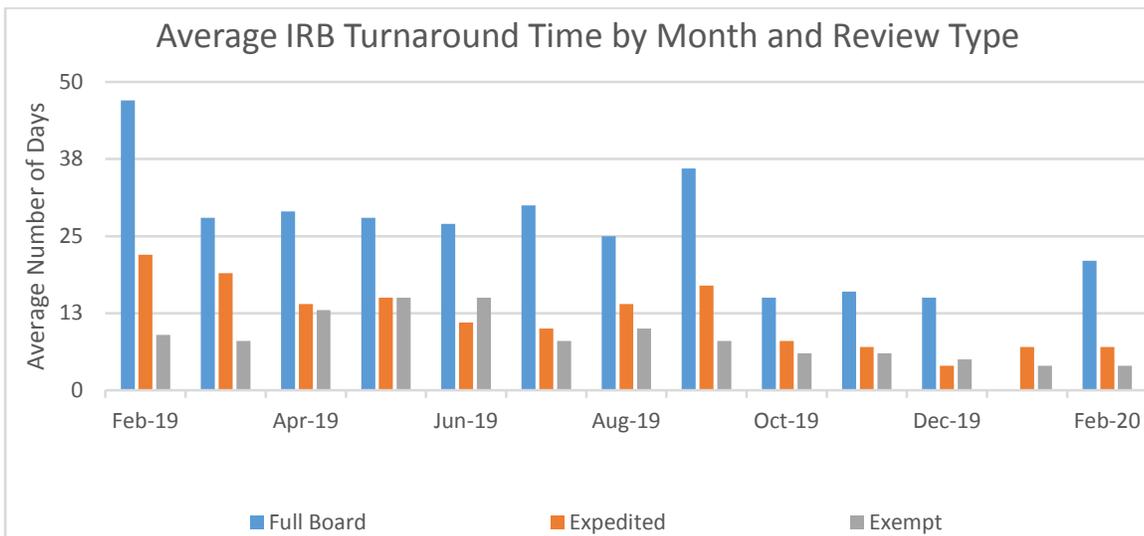
IRB: Forms 2, 3, 4 and 7 – Learn how to modify an already approved study, request renewal of a study's approval, report problems to the IRB, and request closure of a completed study.

IRB Metrics Update

This first graph highlights the number of submissions received over the last year (February 2015-February 2016). A monthly average of 232 studies and associated requests has been submitted for that period. During the month of February 2016 the IRB received a total of 236 submissions.



The second graph, below, highlights the average review time per month. The IRB continues to strive to maximize the efficiency of review for full board, exempt and expedited categories. The average review turnaround time for all submissions during the month of January improved by more than two weeks—from 20 days in 2015 to 5 days in 2016—continuing the trend of significant reduction across all review types.



Questions? Suggestions? Contact Us!

- Questions or comments about the articles in this newsletter?
- Suggestions for topics covered in future newsletters?
- Need advice about your research?

Please don't hesitate to contact **our team** for these or any other concerns you may have.