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### In This Issue

- Office Schedule Updates
- Need iMedRIS Help – See Our Quick Guides!
- Performance Metrics
- Suggestions
- Contact Us

### Contact Us

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 M-F: 8 a.m. – 5 p.m.

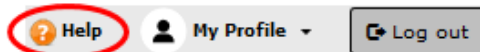
## Office Schedule Updates

We are posting our upcoming office closures to assist researchers with planning for application submissions during these next few months.

- November 18 – 20 Staff will be attending a conference and will have limited access to voicemails and emails. The office will resume normal operations on November 21
- November 28 – 29 Thanksgiving
- December 23 – December 27 Winter Holiday
- January 1 – New Year’s Day
- January 20 – Martin Luther King, Jr. Day

## Need iMedRIS Help - See Our Quick Guides!

Access our Quick Guides through the iMedRIS Help menu. Click the Help button on the top right- hand corner of the screen.



*Make sure pop-ups are allowed!*

Quick Guides are in the **4-UT IRB Knoxville iMedRIS Instructions** section, shown below.

The screenshot shows a list of Quick Guides organized into sections:

- 1-UTHSC IRB Memphis Board Members 901-445-4524**
  - Board Member Getting Started Guide
  - New Application Review Template
  - Full Board New Application Reviewer Form
  - Full Board Revision Reviewer Form
  - Full Board Continuation Reviewer Form
  - How to Find the PI's Response
  - UTHSC IRB Website
- 1-UTHSC IRB Memphis Researchers 901-445-4524**
  - Getting Started with the IRB/iMedRIS
  - Tools and Guides
  - Consent Form(s) and Instructions
  - Glossary of Lay Terms
  - UTHSC IRB - Standard Operating Procedures
  - Meeting Schedule
  - Training
  - Staff Contact Information
  - Pop-up Blocker Tip
  - UTHSC IRB Website
- 2-UTHSC IRB 901-445-2184**
  - Form Descriptions
  - Committee Member Getting Started Guide
- 4-UT IRB Knoxville Guidance for Investigators 865-974-7897**
  - CITI Training and Registration Instructions
  - Readability of Consent Forms
  - Consent Templates Guidance
  - Course Projects and IRB Review
  - Public Use Data Sets
  - Consent Form changes required during Continuing Review (renewal)
- 4-UT IRB Knoxville iMedRIS Instructions 865-974-7897**
  - IRB Application Instructions
  - VIDEO - How to Route for Signoff
  - Quick Guide - Routing and Signoff
  - Quick Guide - Routing and Signoff Diagram for New Study
  - PI Response Form Instructions
  - Attach a Revised IRB Application to Your Submission
  - Quick Guide - Amendment Request (Form 2)
  - Quick Guide - Add or Remove ONLY UTK Personnel Request
  - Quick Guide - Continuing Review Request (Renewal - Form 3)
  - Form Sample - Reportable New Information (Form 4)
  - Quick Guide - Study Closure Request (Form 7)
  - Form Sample - Study Closure Request (Form 7)
  - Form Sample - Miscellaneous Submission

## Performance Metrics

### September 2019 Review Turnaround Times in Calendar Days

Submission Type	Review Type	Average
<i>New Studies</i>	Exempt	6
	Expedited	9
	Full Board	10
	Unspecified	
<i>Amendments</i>	Exempt	5
	Expedited	8

### September 2019 Submissions

New Amendment submissions increased 41% in September (August = 66; September = 93)

Submission Type	New	PI Responses	Totals
<i>New Applications</i>	50	110	160
<i>Amendments</i>	93	51	144
<i>Continuing Reviews</i>	69	34	103
<i>Other</i>	46	21	67
<b>Total</b>	258	216	474

## Suggestions

Please contact us with any suggestions you have for future issues such as topics of interest or questions you would like answered. Submit your questions to [utkirb@utk.edu](mailto:utkirb@utk.edu) and use **HRPP Newsletter** in the subject line.

## Contact Us

**General Questions** (submission procedures, application and materials development, iMedRIS, etc.) contact us at 865-974-7697 or [utkirb@utk.edu](mailto:utkirb@utk.edu).

**Submissions** that are currently in review, contact your unit's ***liaison***.

**Reportable New Information** (unanticipated problems, adverse events, complaints, concerns about participant welfare or safety, etc.), contact Colleen Gilrane (865-974-7697 [irbchair@utk.edu](mailto:irbchair@utk.edu)) or Kristine Hershberger (865-974-7687 [kh@utk.edu](mailto:kh@utk.edu)).

**Reliance Agreements/Single IRB and Other Collaborative Research**, contact Kristine Hershberger (865-974-7687 [kh@utk.edu](mailto:kh@utk.edu)).

**Education and Training**, contact Colleen Gilrane (865-974-7697 [irbchair@utk.edu](mailto:irbchair@utk.edu)).

**ClinicalTrials.gov**, contact Kristine Hershberger (865-974-7687 [kh@utk.edu](mailto:kh@utk.edu)).

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