iMedRIS is the UT online IRB application system. iMedRIS provides online tracking, review, post-approval and post-approval submissions. The system also functions as a document repository, providing you with easy access to study records and documents. You can use iMedRIS anywhere you have internet access.

Log In to Your Account

All UT employees and students have access to iMedRIS. iMedRIS is compatible with most web browsers.

1. In your web browser, go to iMedRIS (https://imedris.uthsc.edu).

   TIP: The IRB website’s homepage (https://irb.utk.edu) displays the iMedRIS logo and link, circled in red.

2. Log in with your NetID and Password.

   NOTE: iMedRIS requires UT’s Two-Factor Authentication.


4. iMedRIS opens and displays your Project Assistant workspace. This is your homepage.

First Time You Log In:
The system takes up to 24 hours after you first log in to authenticate you and display all of your menus. The Help screen information, button circled in red, is always available.
5. Your Homepage (Project Assistant workspace)

When you log into iMedRIS, the first page that appears is Project Assistant workspace. From your My Workspace, you can initiate a variety of activities, and view any items that require your attention.

A My Workspaces menu  Displays your workspaces, project operations, tasks and the functions on the Project Assistant widget panel. To open the menu, hover your mouse pointer on the drop-down symbol to the right of My Workspaces.

B Project Assistant workspace  The workspace displayed above. The tab names the workspace displayed.

C Help menu  Displays the Help screen with instructions, guidance, etc. on submissions and IRB other topics. Only materials under sections labeled 4-UT IRB Knoxville apply to the UTK IRB.

D My Profile menu  Displays the user’s account information, the help menu a list of completed tasks, announcements, correspondence, etc.

E Log Out  Logs users out of iMedRIS

F Featured Project Operations  
- Create a New Project: Begins a new study application.
- View My Projects: Lists all studies (drafted, approved, and closed).
- Start a Project Submission Form: Creates post-approval submissions (e.g., amendment, reportable new information) for a previously approved study.
- Track Approvals: Displays submissions in the approval process.
- Incomplete Forms: Displays incomplete submission forms for previously approved studies or draft applications not yet submitted.

G Tasks  Displays a user’s study-related tasks (i.e., to do list).

H Workspace panel  Displays widgets related to management activities.

I Widget settings  Closes or opens panels, organize widgets, restore default widget settings.
## Document History

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