

User Guide: Getting Started & Navigating the Study Assistant Dashboard in PRIS3M

Purpose: To provide the user with an introduction to the PRIS3M system and basic information necessary to best utilize the system.

Last Update: February 2025

Before Submitting your Research Study

1. Obtain Approval Letter:

Before submitting your study to the Institutional Review Board (IRB), you must first obtain an R&D approval letter or DoM Approval Letter (For Department of Medicine Studies Only). Follow these steps to complete the process:

- **Complete the R&D Application**

- Access the R&D eApplication here: [R&D eApplication](#).
- Access the DoM Research eApplication here: [DoM eApplication](#).

➤ If you have any questions about the R&D application process, contact research@carilionclinic.org. For additional information and resources, visit the [R&D Website](#).

➤ If you have any questions about the DOM application process, contact DoMResearch@carilionclinic.org.

- **Proceed with IRB Submission**

- Submit all required information as outlined in the application.
- Once you have obtained the R & D or DoM approval letter, you may submit your study for IRB review and approval.
- For additional information and resources, visit the [HRPO & IRB website](#).

2. Complete CITI Training:

Individuals involved in the conduct of research must complete CITI training before their research will be approved by the IRB. Updated CITI training is required every three years. You can find more information about educational requirements on our [website](#).

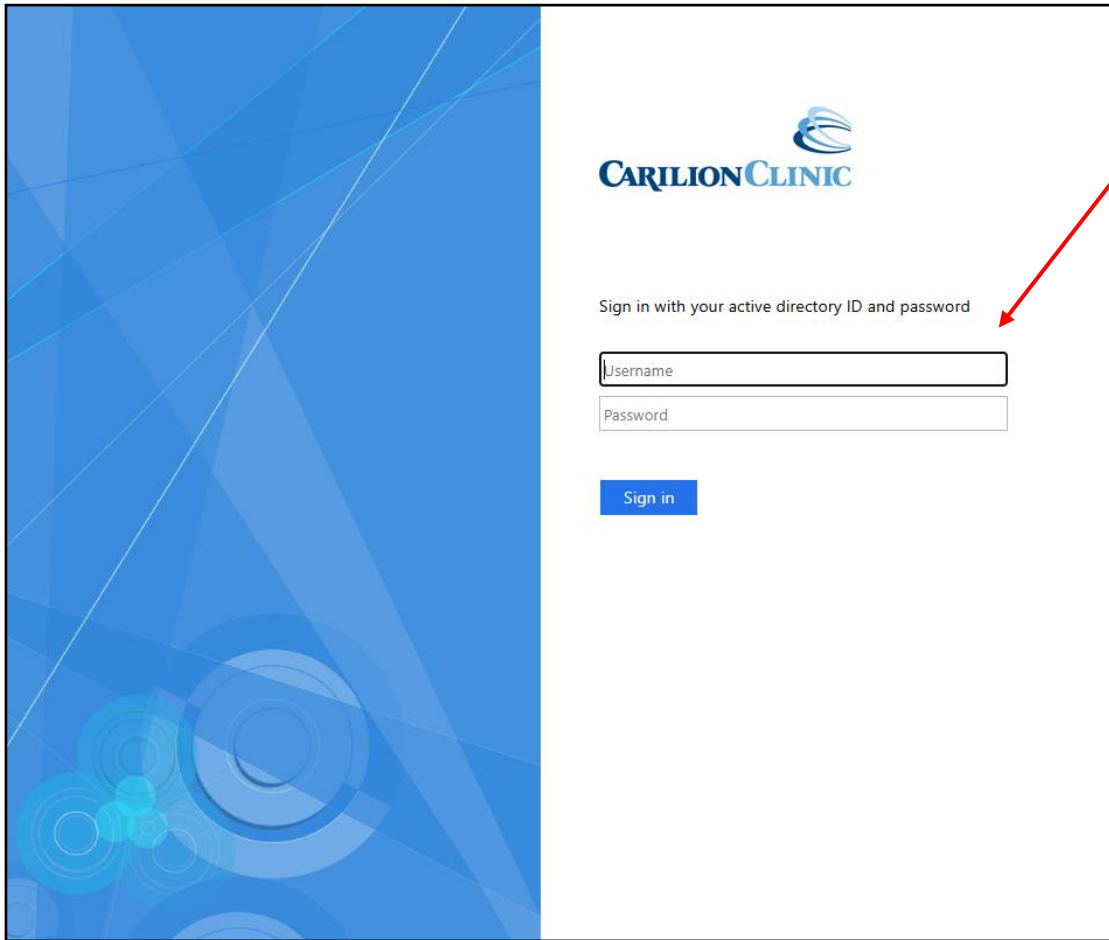
Carilion Clinic **PRIS3M**: Partnership in Research Integrity and Subject Safety Submission Module

For the best experience, use one of the following **recommended browsers**:

Platform	Browser
Microsoft Windows (in recommended order)	Chrome, Firefox, or Edge
Apple Mac	Chrome, or Firefox

 **Allow pop-ups for this site**: Certain actions within the PRIS3M application will not function if the pop-up blocker is enabled.

Navigate to <https://carilionclinic.imedris.net/>



CARILION CLINIC

Sign in with your active directory ID and password

Username

Password

Sign in

Enter your **Carilion Clinic ID** and **password** to access the PRIS3M system.

Troubleshooting: If you cannot login due to incorrect credentials or missing access: Review USER GUIDE-Getting Access to PRIS3M.

If you are still unable to log in:

- Contact the IRB office directly at irb@carilionclinic.org
- Submit Help ticket at https://is.gd/PRIS3M_IRB_Help_Form

This screen will pop up as soon as you log on. It will give you a guided tutorial and point out important features of system.

The screenshot shows the 'Study Assistant' interface. At the top, a header bar includes the 'PRISM' logo, a user greeting 'Hello Hilary Hedrick your last login was 02-12-2025 14:27', and navigation links for 'Help', 'Tutorial', 'My Profile', and 'Log out'. Below the header, the main area is divided into sections: 'Featured Study Operations' with buttons for 'Create a New Study', 'Start a Submission Form for o', 'View the Current Approvals fo', 'View the Submission History f', and 'View and Manage My Studies'; 'Study Assistant' with a 'Find a Study' button; and 'All Tasks' with 'Outstanding' and 'Completed' filters. A modal window titled 'Study Assistant Tutorial List' is open in the center. It has a title bar with a close button. The modal content includes a header 'Welcome to Study Assistant Tutorial List' and a subtitle 'Select the tutorial for the Study Assistant module.' Below this is a table with two columns: 'Select' and 'List of Tutorials'. The table lists five tutorials, each with a book icon in the 'Select' column. At the bottom of the modal, there is a checkbox labeled 'Display Study Assistant tutorial at login' which is checked, and a 'Close Tutorial Selection' button. A red arrow points from the text box at the top of the image to the modal window.

Study Assistant Tutorial List

Welcome to Study Assistant Tutorial List
Select the tutorial for the Study Assistant module.

Select	List of Tutorials
	Protocol Assistant UI Overview
	How to Start a New Protocol Application?
	How do I find the latest Approved Versions of my Protocol documents (Application, Consents, etc)?
	How do I find my IRB Approval Letters?
	How do I start a new Submission form(Amendment, Problem Report, etc) for my Protocol?

☒ Display Study Assistant tutorial at login Close Tutorial Selection

Below is a screenshot of the **entirety of the dashboard screen**. It is zoomed out to capture an overview of each section. The following slides will discuss each of the sections of the dashboard in more depth.

PRISM
CAPSTAR CLINIC

My Workspaces

Study Assistant

Hi! Hilary Hudrick
your last login was
02-12-2025 15:48

Help

Tutorial

My Profile

Logout

Featured Study Operations

Create a New Study

Start a Submission Form for one of My Studies

View the Current Approvals for one of My Studies

View the Submission History for one of My Studies

View and Manage My Studies

By the Numbers

Submissions In Process

Forms Pending Submission

Pending My Response

High

0

0

0

Tasks

All Tasks

Study Assistant

Find a Study

All Tasks

Outstanding

Completed

0 result(s) found...

Task List: All

Filter By: --select--

0 - 0

Click to open

Task Type

Date Received

Description

Priority

Complete By

No results found

0 result(s) found...

0 - 0

Studies Submission Status - In Progress

Search for ID Number, Title, Alias, Project Number

Search

0 result(s) found...

0 - 0

Click to open Study Dashboard

Reference Number

Review Board

Project Number

ID Number

Form Name

Study Title

Study Alias

Form Author

Date Submitted

Actions

No results found

0 result(s) found...

0 - 0

All Studies

Recently Used

Study Status

Search for ID Number, Title, Alias, Project Number

Search

All

Draft

Carlton Clinic IDB

1 result(s) found...

1 - 1

Click to open Study Dashboard

Study Status

Review Board

Project Number

ID Number

ID Expiration

Study Title

Study Alias

Principal Investigator

Actions

Draft

Carlton Clinic IDB

IDB-24-1850

Nil

Nil

Hudrick, Hilary

Applications

Documents

Forms

Hide

Download

Copy

Delete

Correspond

1 result(s) found...

1 - 1

Study Assistant Dashboard



My Workspaces

Study Assistant

Hello Hilary Hedrick
your last login was
02-12-2025 14:27

Greeting: Your name and last log in.

Help

Tutorial

My Profile

Log out

This activity button allows you to create a New Application

Featured Study Operations

Create a New Study

Start a Submission Form for one of My Studies

View the Current Approvals for one of My Studies

View the Submission History for one of My Studies

View and Manage My Studies

By the Numbers

Submissions in Process

Forms Pending Submission

Pending My Response

High

Tasks

All Tasks

Study Assistant



Find a Study

All Tasks

Outstanding | Completed

Task List : All

Filter By : --none--

0 result(s) found...

0 - 0

Click to open	Task Type	Date Received	Description	Priority	Complete By
No results found					

0 result(s) found...

0 - 0

Find user guides and reference materials. Documents are frequently updated.

Provides on screen walk through where to find items.

Below displays the documents that can be found under the Help button as a pop-up on your screen. These documents are updated, and new ones added, frequently.

Hello Hilary Hedrick
your last login was
12-02-2024 14:11

Study Assistant

Featured Study Operations

- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

Assistant

Study

Tasks | Outstanding | Completed

All Tasks | Study Tasks

s) found...

Task Type	Date Received
Reviewer Assignment	11/29/2024 12:29:15 PM

IRIS: Application Context Help - Google Chrome

carilionclinic.imedris.net/32940281/System_Help_Win.jsp?s=101010101&action=helpwindow

Print Close

1. Carilion IRB Website

- Carilion IRB Website (Link)

2. Getting Started

- FAQs: PRISM Frequently Asked Questions v12.15.20
- QUICK GUIDE: Is it Quality or Research?
- QUICK START: New Researcher: Where do I start? (IRB Process Overview)
- USER GUIDE: Getting Access to PRISM Updated 10.27.22
- USER GUIDE: Getting Started/ Navigating the Study Assistant Updated 11.22

3. Investigator Guidance Documents

- INVESTIGATOR GUIDANCE: HRP-800 INVESTIGATOR OBLIGATIONS
- INVESTIGATOR GUIDANCE: HRP-802 Informed Consent Process
- INVESTIGATOR GUIDANCE: HRP-803 Written Documentation of Consent
- INVESTIGATOR GUIDANCE: HRP-804 EConsent
- INVESTIGATOR GUIDANCE: QA_QI_Research

4. USER GUIDES

- USER GUIDE: For IRB Members Updated 8.1.22
- USER GUIDE: How to Submit a Change Update Form Updated 11.12.22
- USER GUIDE: How to Submit a CR or Annual, PRI, Conclusion Updated 11.4.22
- USER GUIDE: How to Submit a New Application Updated 11.1.22
- USER GUIDE: PI Sign off Updated 11.4.22
- USER GUIDE: Department Chair (or Designee) Signoff Updated 12.7.22
- USER GUIDE: Submission Correction or Submission Response Updated 11.1.22
- USER GUIDE: How to respond to a Study Signoff Denial Updated 11.7.22

5. Full Board Meeting Submission Schedule

- MEETING SCHEDULE: 2024-2025 Full Board Submission Deadlines (Updated 10/24)

6. Informed Consent Templates

- CONSENT TEMPLATE: Biomedical v. 12.30.22
- CONSENT TEMPLATE: Biorepository v.01.24.23
- CONSENT TEMPLATE: Social Behavioral Research v.1.24.23
- CONSENT TEMPLATE: International Research v1.27.23
- CONSENT TEMPLATE: Research Subject Information Sheet Template v1.24.23
- CONSENT TEMPLATE: Sample Assent Form for Children
- CONSENT TEMPLATE: Short Consent Form - Arabic
- CONSENT TEMPLATE: Short Consent Form - Children Spanish
- CONSENT TEMPLATE: Short Consent Form - English
- CONSENT TEMPLATE: Short Consent Form - Spanish
- TEMPLATE: Concise Summary Examples

7. Research Conduct Support documents

- CHECKLIST: Consent Form Elements Sample
- CHECKLIST: Informed Consent compliance
- CHECKLIST: Investigator Study Documentation Self-Assessment
- CHECKLIST: Researcher Documents Organization 2023
- REVIEW FEES: Review Fee Schedule: Effective June 1, 2023
- TEMPLATE: Consent Process Checklist for Research
- TEMPLATE: Eligibility Checklist

8. Contact Us

- IRB Contact Information (Link)
- PRISM Help Request (Redcap Link)

PRISM

Carilion Clinic

My Workspaces

Hello Hilary Hedrick
your last login was
02-12-2025 15:48

Study Assistant

Help

Tutorial

My Profile

Log out

Featured Study Operations

Create a New Study

Start a Submission Form for one of My Studies

View the Current Approvals for one of My Studies

View the Submission History for one of My Studies

View and Manage My Studies

By the Numbers

Submissions in Process0

Forms Pending Submission0

Pending My Response0

High

Tasks

All Tasks0

Study Assistant

Find a Study

All Tasks

Outstanding | Completed

Task List : All

Filter By : --none--

0 result(s) found...

0 - 0

Click to open	Task Type	Date Received	Description	Priority	Complete By
No results found					

0 result(s) found...

0 - 0

- Access to account information
- Document library
- System announcements
- View correspondence related to protocols that have been submitted and are being review

Scroll down on your dashboard to view "Study Tasks". This section lists the tasks that are waiting for your response. You will also receive an email notifying you that a task is awaiting your response.

Hello Hilary Hedrick
your last login was
02-13-2025 10:01

? Help
Tutorial
My Profile
Log out

My Workspaces
Study Assistant

Study Tasks
Outstanding
Completed

Search for RB Number, Title, Alias, Proposal Number
Search

All Tasks
Study Tasks

Task List: All
Review Board: All
Filter By: --none--

4 result(s) found...
1 - 4

Click to open	Task Type	Date Received	Study Status	Study Title	Principal Investigator	Review Board	Project Number	RB Expiration	Priority	Complete By
				Study Alias			RB Number			
	Reviewer Assignment	11/01/2024 02:37:21 PM EDT	EXPIRED	Development of home-based Pulmonary rehabilitation program using activity tracking devices with focus on self-...				01/26/2025	No Priority	
				Home based PR		Carilion Clinic IRB	IRB-20-1079			
	Reviewer Assignment	08/23/2024 11:38:21 AM EDT	With Research Team for Corrections	Test					No Priority	
				test	Harmon, Tanner	Carilion Clinic IRB	IRB-24-1691			
	Reviewer Assignment	08/21/2024 11:10:28 AM EDT	With Research Team for Corrections	Test					No Priority	
				test	Harmon, Tanner	Carilion Clinic IRB	IRB-24-1691			
	Reviewer status: 0 out of 2 reviewers are completed		With Research Team for Corrections	Test					No Priority	
	Analyst Assignment	08/21/2024 11:09:07 AM EDT		test	Harmon, Tanner	Carilion Clinic IRB	IRB-24-1691			

4 result(s) found...
1 - 4

Click to access the study

Scroll down on your dashboard to view "All Studies". This is where submitted and/or studies you are developing will be located. This section will show basic information about your studies and will provide you with the status and submission history of your studies. If you have started a study but not yet finish it, you can continue working on it from here.

Hello Hilary Hedrick
your last login was
02-13-2025 10:01

? Help
Tutorial
My Profile
Log out

My Workspaces
Study Assistant

0 result(s) found...

1 - 0

Carilion Clinic IRB Studies

Recently Used

Study Status

Search for RB Number, Title, Alias, Project Number

Search

⚙

All

Draft

Carilion Clinic IRB

10 result(s) found...

1 - 10

Click to open Study Dashboard	Study Status	Review Board	Project Number RB Number	RB Expiration	Study Title Study Alias	Principal Investigator	Actions
	Draft	Carilion Clinic IRB	IRB-25-1703		Training Screenshots	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Corrections returned / IRB Reviewing	Carilion Clinic IRB	IRB-24-1697		Exempt Practice #2 Exempt Practice	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	Carilion Clinic IRB	IRB-25-1702		Screenshots capturing HH	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	Carilion Clinic IRB	IRB-24-1699		Test CR Application Screenshot	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Corrections returned / IRB Reviewing	Carilion Clinic IRB	IRB-24-1698		Expedited Example #3 HH Example #3	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Corrections returned / IRB Reviewing	Carilion Clinic IRB	IRB-24-1696		NHSR Application Test Example #1 NHSR Example #1	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	Carilion Clinic IRB	IRB-24-1693		Test #2 New, Categories	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Corrections returned / IRB Reviewing	Carilion Clinic IRB	IRB-24-1695		Exempt Practice Study Test #3	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Corrections returned / IRB Reviewing	Carilion Clinic IRB	IRB-24-1694		Colleagues using cognitive abilities and experience to train new employee work skills, adaptability, technology	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Pending - Submitted for Initial Review	Carilion Clinic IRB	IRB-24-1692		New employee's cognitive abilities while utilizing new computer-generated platforms through exposure mechanis... learning, education, cognition	Hedrick, Hilary	Applications Documents Forms Hide Exempt Copy Delete Correspond

10 result(s) found...

1 - 10

Back to Top

Click to access the study

Use this tab to easily find a study in draft.

This is the screen that will appear when you click to access a specific study.

Study Dashboard

PRISM

Carilion Clinic

Account: Brooke Blevins Home(You have switched accounts.)
Department: CC - Institutional Review Board
Path: Home

My Workspaces

IRB Number: **IRB-19-344**
Study Alias: test
PI: Blevins, Brooke

Study Assistant

Submissions

Study Status: With Research Team for Corrections

IRB Number : IRB-19-344

Study Title : HSRx

IRB Expiration Date: 04/15/2025

Submissions

Study Management

Protocol Items

Study Application

Informed Consents

Other Study Documents

Post-Approval Forms

Annual Check-In Form (for Minimal Risk studies approved with Annual Check-In after 1/20/19)

Carilion Clinic - Conclusion Form

Carilion Clinic - Continuing Review Form

Carilion Clinic - Promptly Reportable Information Form

Carilion Clinic - Research Change / Update Form

Initial

Initial Review Submission Packet

Current Approval Packet

Submissions History

Study Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
Routing In Process	000801	Click on the hyperlink to edit/view the submission. Carilion Clinic IRB has requested a Submission Correction for Initial Review Submission Packet	Send Submission
	009736	Click on the hyperlink to edit/view the submission. Carilion Clinic - Promptly Reportable Information Form	Send Submission
	008705	Click on the hyperlink to edit/view the submission. Carilion Clinic - Continuing Review Form	Send Submission
	008704	Click on the hyperlink to edit/view the submission. Carilion Clinic - Continuing Review Form	Send Submission
	008703	Click on the hyperlink to edit/view the submission. Carilion Clinic - Continuing Review Form	Send Submission
	005439	Click on the hyperlink to edit/view the submission. Carilion Clinic - Research Change / Update Form	Send Submission
	004084	Click on the hyperlink to edit/view the submission. Carilion Clinic - Continuing Review Form	Send Submission

Protocol Items for your study can be found here

Submission History for your study can be found here

Post Approval Forms for your study can be found here

Need more help? Contact the
HRPO team to assist.

Email IRB@carilionclinic.org