

User Guide: *Principal Investigator (PI) signoff on study submission in PRIS3M*

Last Update: March 2025

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

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

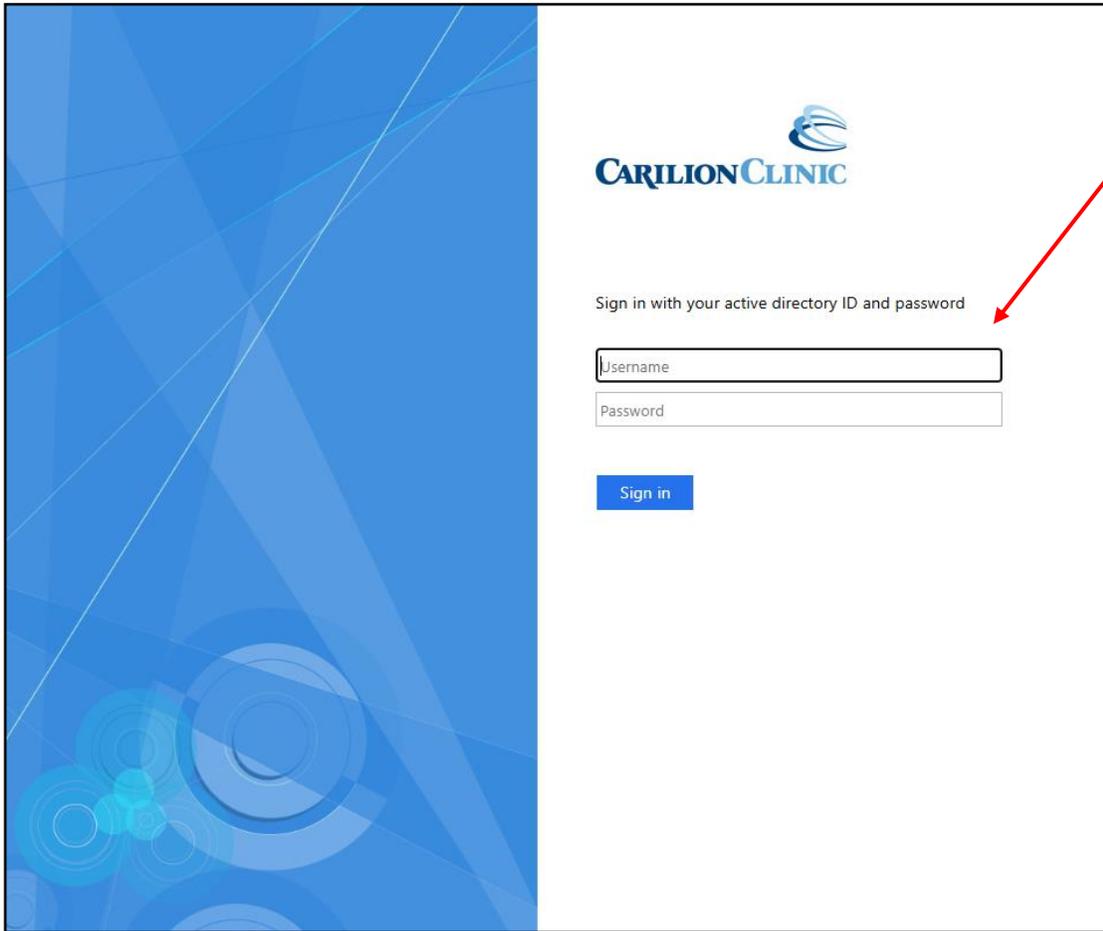
Platform	Browser
Microsoft Windows (in recommended order)	Chrome, Firefox, or Edge
Apple Mac	Chrome, or Firefox

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

Important steps **prior** to signoff:

- ❑ To access and view studies in PRIS3M, PI must have an account. An account is created by logging in once with their Carilion credentials.
- ❑ PI will be notified by email that there is a submission pending for their review and signoff.
 - Email will be from CarilionPRIS3M@imedris.net
 - An email reminder will be sent every 5 days until the signoff (approve or deny) is complete.
- ❑ Refer to **User Guide: Getting Started and Navigating the Study Assistant Dashboard in PRIS3M** for help navigating the dashboard.

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

Study Assistant Dashboard

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
6	1	1	>

Tasks

All Tasks	6
Study Tasks	6

Study Assistant ⚙️



Find a Study

Study Tasks ⚙️

Outstanding
Completed

Search

All Tasks

Study Tasks

Task List:

Review Board:

Filter By:

6 result(s) found... 1 - 6

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			
	Submission Routing Signoff	03/18/2025 01:15:57 PM EDT	Draft	Blank	Hedrick, Hilary	Carilion Clinic IRB	IRB-23-1794		No Priority	⊗ <input type="text"/>
				Blank						
	Submission Correction	03/05/2025 11:47:51 AM EST	With Research Team for Corrections	Exempt Practice #2	Hedrick, Hilary	Carilion Clinic IRB	IRB-24-1697		No Priority	⊗ <input type="text"/>
				Exempt Practice						
	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-efficacy	Aziz, Sameh	Carilion Clinic IRB	IRB-20-1079	01/26/2025	No Priority	⊗ <input type="text"/>
				Home based PR						
	Reviewer Assignment	08/23/2024 11:38:21 AM EDT	With Research Team for Corrections	Test	Harmon, Tanner	Carilion Clinic IRB	IRB-24-1691		No Priority	⊗ <input type="text"/>
				test						
	Reviewer Assignment	08/21/2024 11:10:28 AM EDT	With Research Team for Corrections	Test	Harmon, Tanner	Carilion Clinic IRB	IRB-24-1691		No Priority	⊗ <input type="text"/>
				test						

Click here to open study submission signoff.

Account: Hilary Hedrick
 Department: CC - Institutional Review Board
 Path: Home

My Workspaces | Study Assistant | **Submission Routing Signoff**

Study Title: Blank
 Submission Reference Number: 005515

You can review documents here but cannot edit them.

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name - Version
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review Submission Packet - (Version 1.0)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carilion IRB Application - (Version 1.0)

1. Check the boxes to create a PDF packet to review all the unapproved documents. 2. After the boxes are clicked, push "Create PDF packet" button.

3. Review and check the investigator guidance boxes.

4. Click to approve or deny the study submission.

5. You may make comments here, but it is not required. 6. Click "Save Signoff" when finished.

These buttons are another option to view in new window.

INVESTIGATOR GUIDANCE: Investigator Obligations (HRP-800).

- By signing off on this application as the PI, I confirm that I have read and will carry out my responsibilities as Principal Investigator as outlined in INVESTIGATOR GUIDANCE: Investigator Obligations (HRP-800).
- As Principal Investigator, I certify that I (or my designee) have queried all study team members under the Carilion Clinic's IRB jurisdiction regarding any outside interests they or their family members may have with the funding agency/sponsor of this research. Additionally, those study team members were reminded to complete Conflicts of Interest (COI) training within Citiprogram.org, to perform COI disclosure through COI-SMART, and when relevant, to inform Carilion's OIC of any outside interests.
- As Principal Investigator, I acknowledge that it is my responsibility to ensure the above and that failure to do so or discovery of an unreported conflict may result in consequences for myself, any applicable study team members, and the research project as a whole.
- I certify that if any external funding is received or the funding source changes, an amendment will be filed with the IRB within 30 days to update the funding status.
- By signing off on this application, I certify that the information provided in this application is complete and accurate. I will submit an amendment to this application or contact the IRB if there are changes that could impact the IRB's determination regarding this project.

Date Submitting Application: 03/18/2025

Hilary Hedrick as Principal Investigator
 Do you Approve or Deny this submission? Approve Deny

Comments: Click here to add comments.
 Save Signoff

Create PDF Packet

Important to note for research team

Account: Hilary Hedrick
Department: CC - Institutional Review Board
Path: Home

IRB Number: **IRB-24-1696**
Study Alias: NHSR Example #1
PI: Hedrick, Hilary

My Workspaces | Study Assistant | Submissions

Study Status: **With Research Team for Corrections** | IRB Number: IRB-24-1696 | Study Title: NHSR Application Test Example #1

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

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
Waiting for PI signoff	005529	Carilion Clinic IRB has requested a Submission Correction for Initial Review Submission Packet	Retract Submission

Click on the hyperlink to edit/view the submission.

Research team members that are not the PI will see the following on the study dashboard. The study will not move forward with submission until PI signoffs.

Now what?

- After PI signoff, PRIS3M will route the initial study submission to the Department Chair or designee for next signoff.
- Depending on application type, the study submission will be routed for additional signoffs before proceeding to the IRB.
- PI is obligated to signoff on all submissions (changes, amendments, etc.) made to the study.

The screenshot shows the 'All Studies' dashboard with a search bar containing '23-1794'. Below the search bar are tabs for 'All', 'Draft', and 'Carilion Clinic IRB'. A table lists one study with the following details:

Click to open Study Dashboard	Study Status	Review Board	Project Number RB Number	RB Expiration	Study Title Study Alias	Principal Investigator	Actions
	With Department Level Signoff	Carilion Clinic IRB	IRB-23-1794		Blank	Hedrick, Hilary	

This study status can be found if you scroll down on the dashboard and see it listed under "All Studies."

Need more help? Contact the
HRPO team to assist.

Email IRB@carilionclinic.org