

User Guide: *Department Chair 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**:

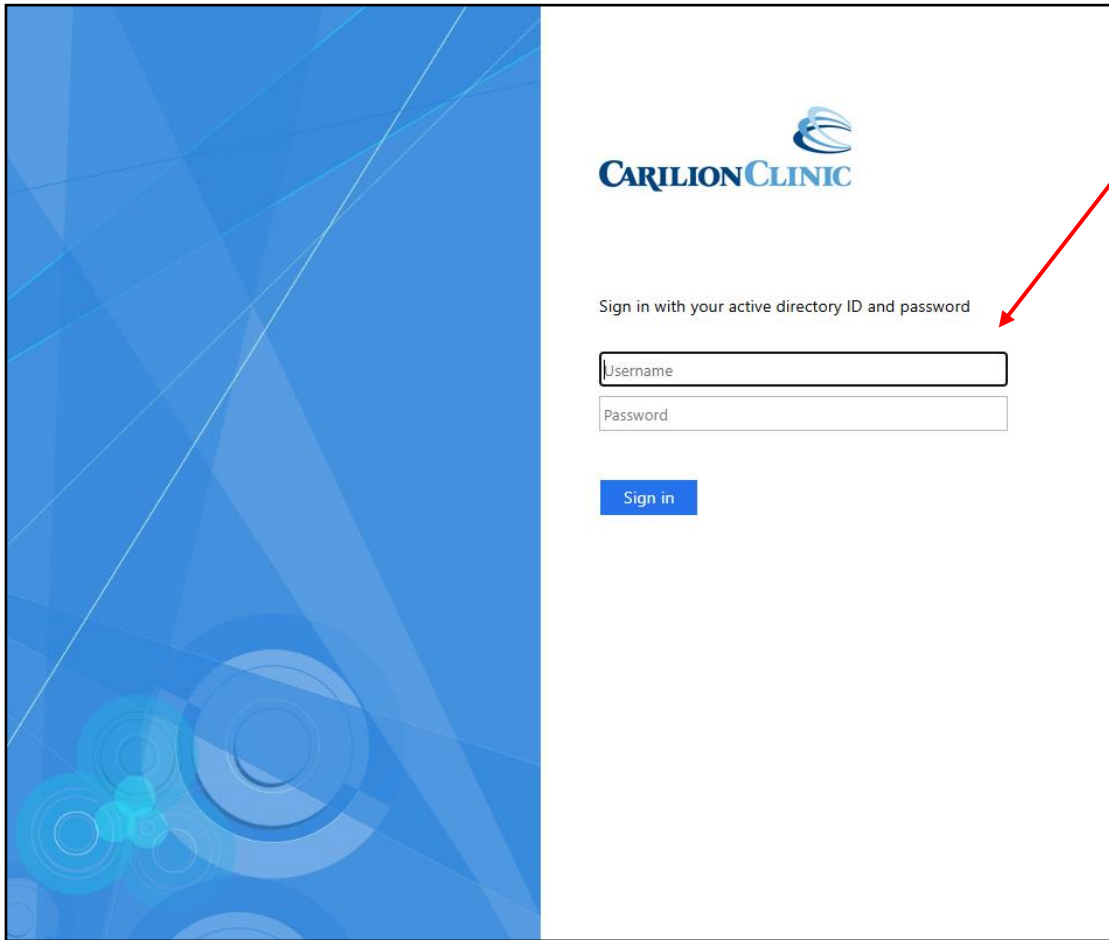
Platform	Browser
Microsoft Windows (in recommended order)	Chrome, Firefox, or Edge
Apple Mac	Chrome, or Firefox

 **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, Department Chair must have an account. An account is created by logging in once with their Carilion credentials.
- ❑ Department Chair 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 3 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

My Workspaces

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

By the Numbers

Submissions in Process

12

Forms Pending Submission

10

Pending My Response

2

High

>

Tasks

All Tasks

34

Study Tasks

34

Study Assistant



Find a study

Study Tasks

Outstanding | Completed

Search for RB Number, Title, Alias, Proposal Number

Search



All Tasks

Study Tasks

34 result(s) found...

1 - 10

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 Reviewer by Assigned User	03/18/2025 02:08:08 PM EDT	With Department Level Signoff	Blank					No Priority	 
	Reviewer status: No reviewers information available		Corrections returned / IRB Reviewing	Blank	Hedrick, Hilary	Carlton Clinic IRB	IRB-23-1794		No Priority	 
	Analyst Assignment	03/17/2025 01:15:00 PM EDT		Test-Lesley McNeil	McNeil, Lesley	Carlton Clinic IRB	IRB-25-1706		No Priority	 
	Submission Reviewer by Assigned User	03/13/2025 02:35:25 PM EDT	Pending - Submitted for Initial Review	Retrospective study to analyze time from feasibility to study start-up of research.	McNeil, Lesley	Carlton Clinic IRB	IRB-25-1708		No Priority	 
	Submission Reviewer by Assigned User	08/23/2024 11:59:10 AM EDT	Pending - Submitted for Initial Review	New employee's cognitive abilities while utilizing new computer-generated platforms through exposure mechanisms	Hedrick, Hilary	Carlton Clinic IRB	IRB-24-1692		No Priority	 
	Reviewer Assignment	02/21/2024 03:22:17 PM EST	Pending - Submitted for Initial Review	TEST	Winter, David	Carlton Clinic IRB	IRB-23-1757		No Priority	 

Click here to open study submission signoff.

My Workspaces ▾ Study Assistant Submission Routing Signoff Back

Study Title: Blank
Submission Reference Number: 005515

Save Signoff

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.

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
☐			Initial Review Submission Packet - (Version 1.0)
☐			Carilion IRB Application - (Version 1.0)

Submission Form(s): Submission Form(s)

Application

3. Click to approve or deny the study submission.

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

Do you Approve or Deny this submission? ☐ Approve ☐ Deny

Comments: Save Signoff

Create PDF Packet

When the signoff is complete you will be taken back to the main dashboard. You will not receive any other verification that the process is complete.

Need more help? Contact the
HRPO team to assist.

Email IRB@carilionclinic.org