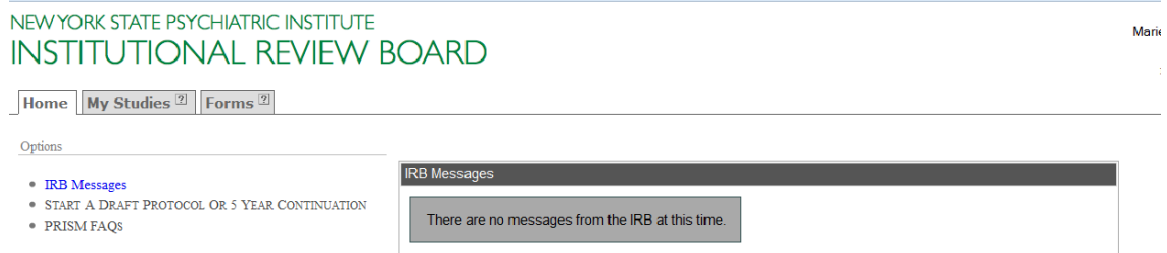


PRISM User Manual  
Version 2.0  
**General Instructions**

Log into PRISM (<https://irb.nyspi.org/prism>) with your IRB website username and password

1. The “My Studies” tab displays all protocols for which you are a member of the research team.
2. The “Forms” tab displays all forms for which you are a member of a research team.



NEWYORK STATE PSYCHIATRIC INSTITUTE  
INSTITUTIONAL REVIEW BOARD

Home My Studies (2) Forms (2)

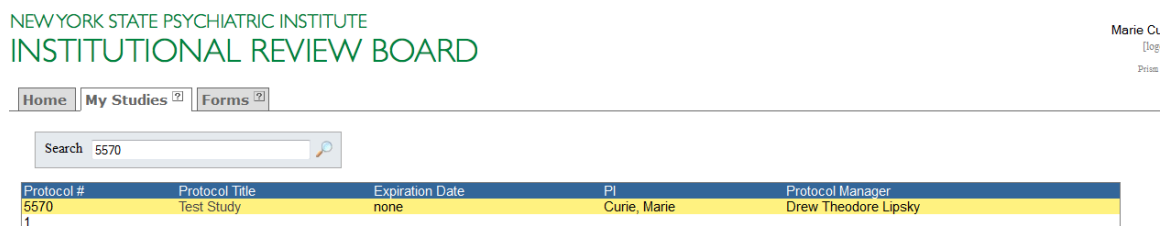
Options

- [IRB Messages](#)
- [START A DRAFT PROTOCOL OR 5 YEAR CONTINUATION](#)
- [PRISM FAQs](#)

IRB Messages

There are no messages from the IRB at this time.

3. Click “My Studies” to go to the protocol list.
4. Search for protocol you wish to act upon



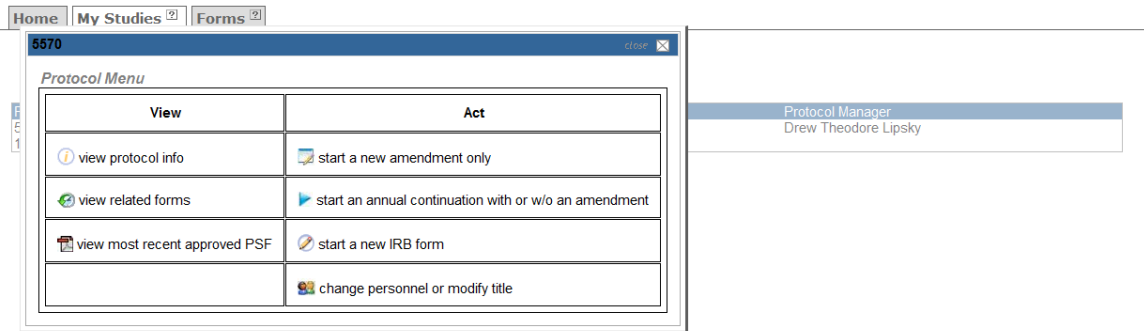
NEWYORK STATE PSYCHIATRIC INSTITUTE  
INSTITUTIONAL REVIEW BOARD

Home My Studies (2) Forms (2)

Search 5570

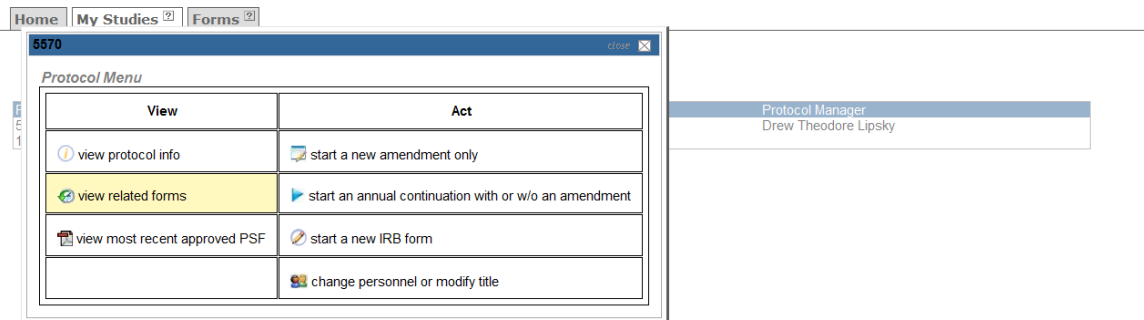
Protocol #	Protocol Title	Expiration Date	PI	Protocol Manager
5570	Test Study	none	Curie, Marie	Drew Theodore Lipsky

5. Click on the name of the protocol
6. Under the protocol menu, you have the following options



- a. view protocol info- gives basic protocol information
- b. view related forms- lists all forms and form details belonging to the protocol
- c. view most recent approved PSF- opens a PDF of the latest version of the approved PSF, if any
- d. start a new amendment only- allows you to create a new amendment for the protocol
- e. start an annual continuation with or w/o an amendment- allows you to create an annual continuation application for the protocol
- f. start a new IRB form- allows you to create a new form
- g. change personnel or modify title- allows you to modify the members of the research team and also change the protocol name

7. Click on 'view related forms' to view the list of forms that have already been created and that require some action



8. Click on 'Menu' of the form you wish to go to

Home My Studies Forms

LAST ACTION	STATUS	FORM TITLE	VIEW PDF	MENU
9/13/2012	IRB OFFICE	PSF-Test Study (12/01/2010 - MP)		
11/15/2011	IN DEVELOPMENT	PSF-Test Study (12/01/2010 - MP)		
5/20/2011	IN PROGRESS	Amendment - PSF-Test Study (2/9/2012 - MC)		
4/27/2010	REVIEWED	ACAR-Test Study (12/01/2010 - MP)		
1/21/2010	IN PROGRESS	ACAR-Test Study (12/01/2010 - MP)		
12/21/2009	IN PROGRESS	ACAR-Test Study (12/01/2010 - MP)		
12/10/2009	IN PROGRESS	ACAR-Test Study (12/01/2010 - MP)		
11/18/2009	REVIEWED	ACAR-Test Study (12/01/2010 - MP)		
11/4/2009	IN PROGRESS	ACAR-Test Study (12/01/2010 - MP)		
7/11/2008	IN PROGRESS	ACAR-Test Study (12/01/2010 - MP)		

Protocol Manager  
Drew Theodore Lipsky

9. Under the form menu, you have the following options

Home My Studies Forms

View	Act	Go Back
view form info	edit form	view parent protocol menu
view form history	send form	view other protocol related forms
view PDF of current version	delete form	
view memos related to form		
view PDF of last submitted version		

Protocol Manager  
Drew Theodore Lipsky

- view form info- Gives basic form information
- edit form- You can edit the form
- send form- Allows you to submit the form to the IRB, pull it back from the IRB, etc.
- view form history- Displays various status transitions through which the form has been through
- delete form- deletes the form permanently from the system
- view PDF of current version- View the current state of the editable form in PDF format
- view memos related to form- View all the memos associated with the form
- view PDF of last submitted version- View the latest submitted version to the IRB
- view parent protocol menu – Takes you back to the protocol menu
- view other protocol related forms- View all other forms that are associated with the protocol