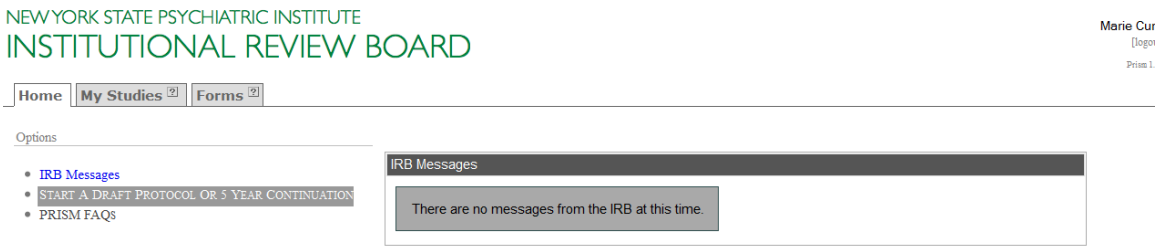
PRISM User Manual
Version 2.0

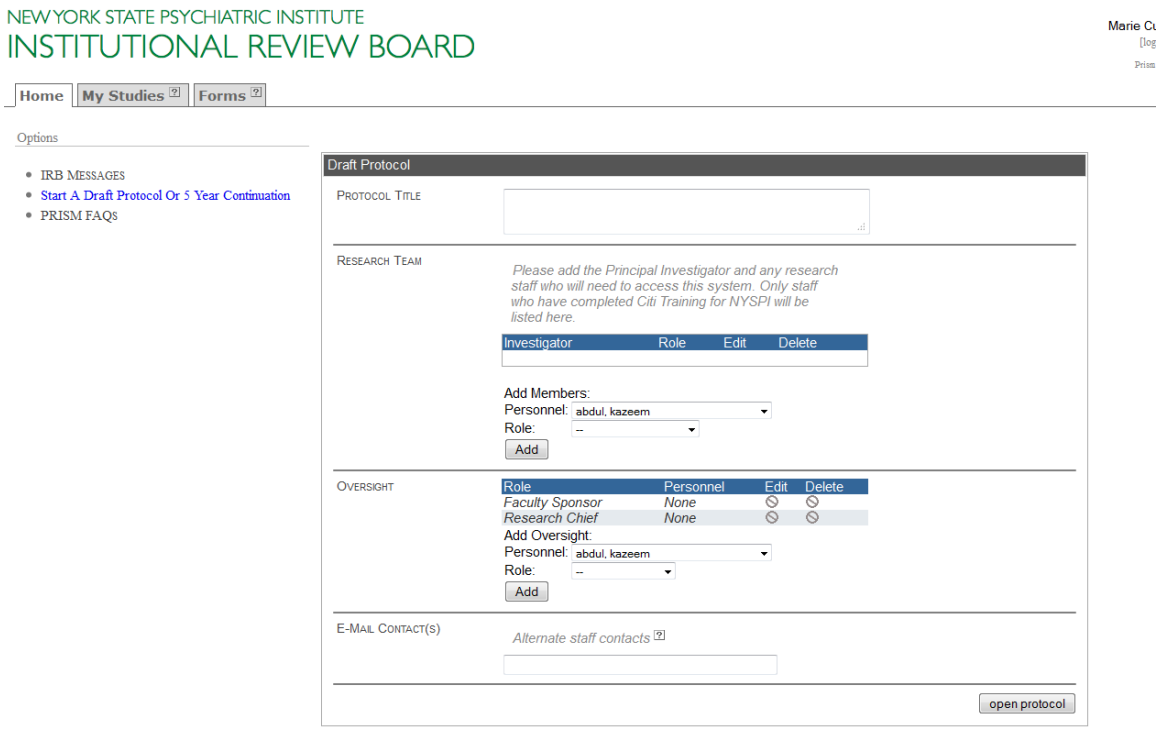
How to create and submit a new Protocol/5 year renewal

Log in to PRISM (https://irb.nyspi.org/prism) using your IRB website username and password.

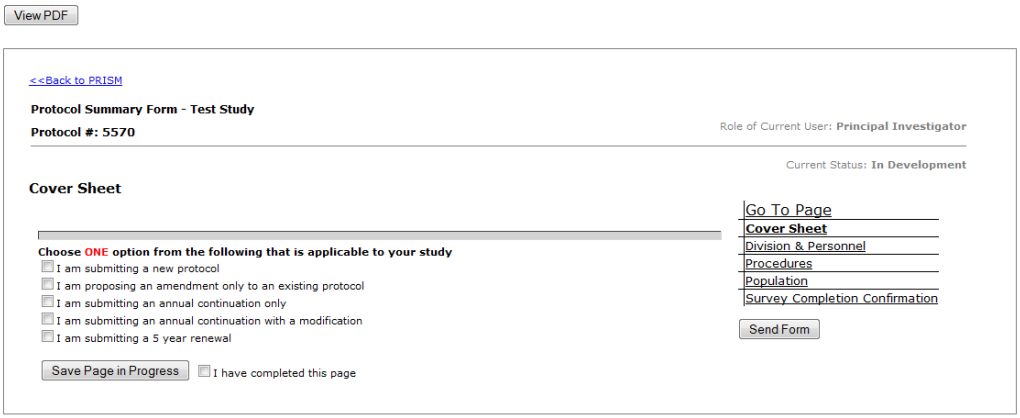
1. From the Home tab, click on 'Start A Draft Protocol or 5 Year Continuation'



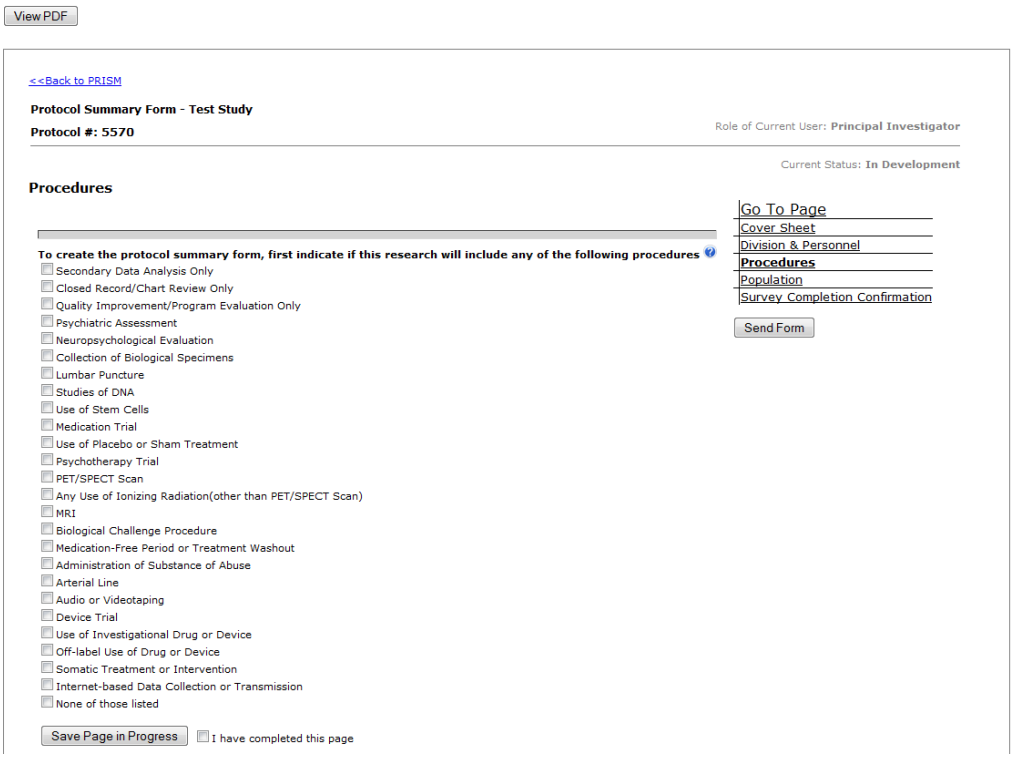
2. Give your protocol a title, give yourself a role and define the research team (i.e. Investigators/research staff who will be working on the study). Click on 'Open protocol' to create the protocol and open a blank Protocol Summary Form (PSF).



3. On the cover sheet, choose ‘I am submitting a new protocol’ if it a new study. Choose ‘I am submitting a 5 year renewal’ if it is a 5 year continuation

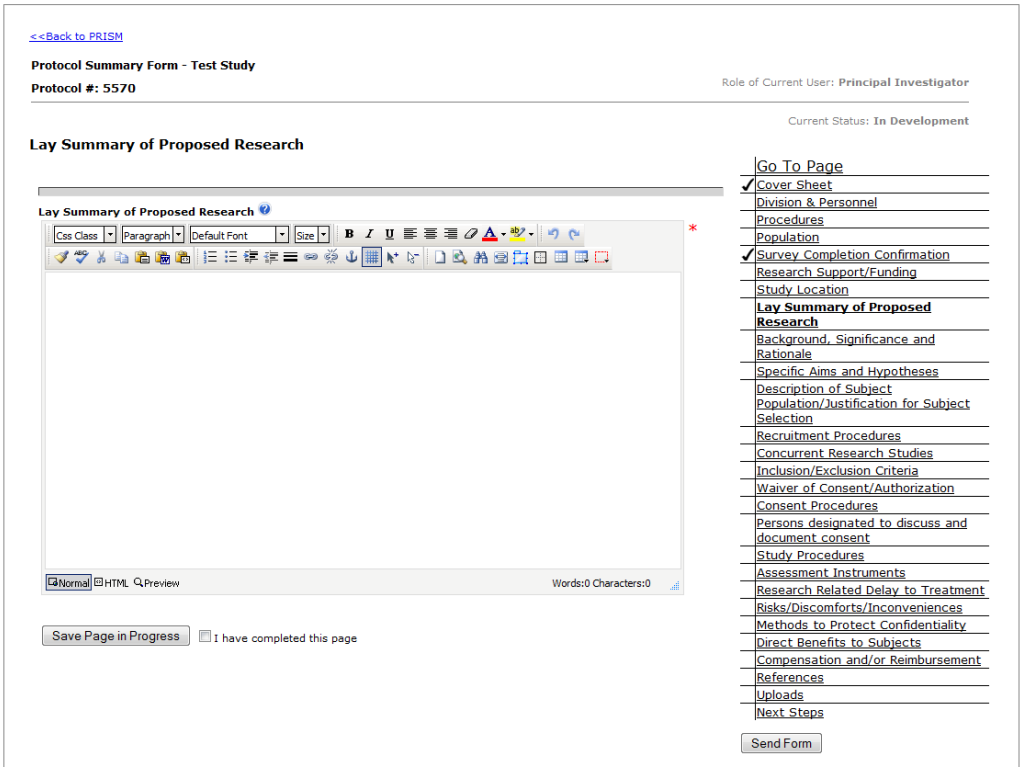


4. In order to generate the full PSF, you must indicate the procedures and populations that are involved in the proposed research. Answer all questions on each page, remembering to check off the “I have completed this page” box at the bottom of each page when you are finished. Please note that you can always save your work and return to the form at another time.

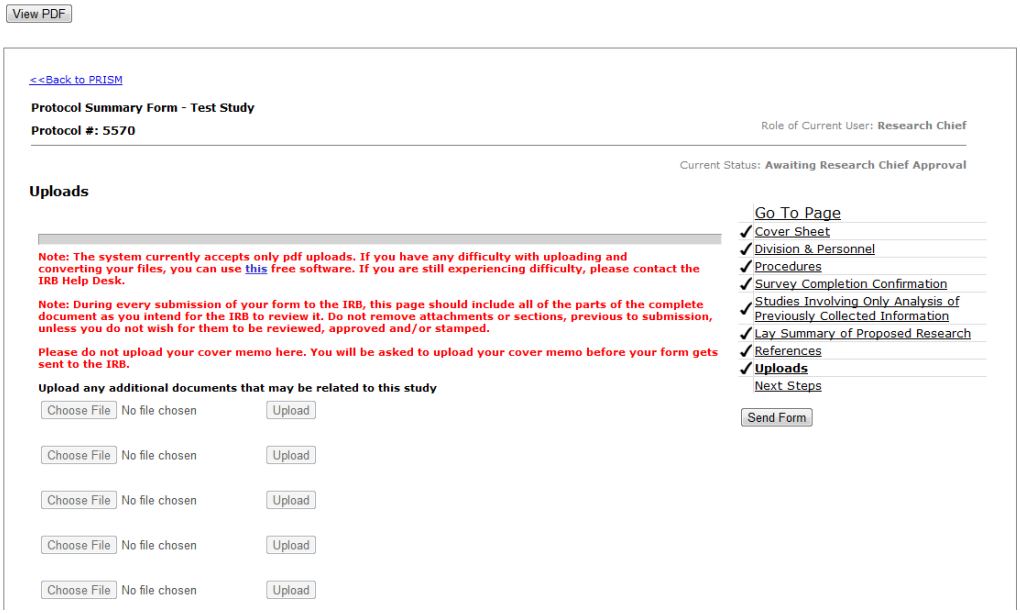


5. Use the ‘Go to Page’ menu on the right-hand side to navigate through the form. Once you complete the Survey Completion Confirmation page, you will notice that a number of new pages have been added to the form. These pages and questions are tailored to the research you described on the Procedures and Populations pages, thus all questions are applicable and required.

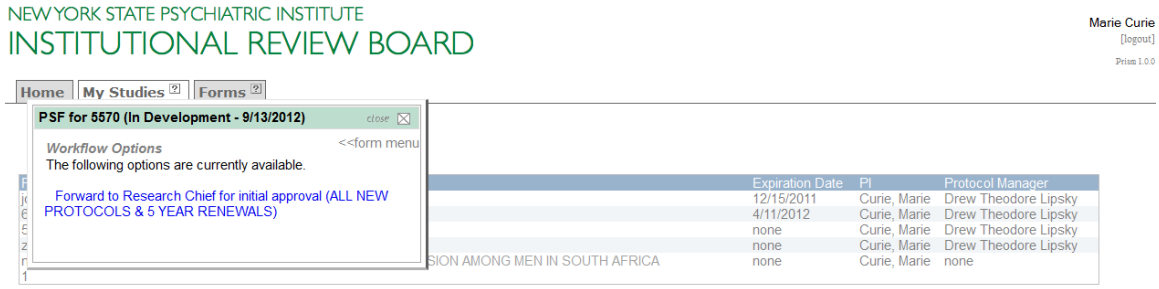
6. Use the features of the editor (the grey toolbar at the top of the textbox) to format, modify or highlight any text, if required.



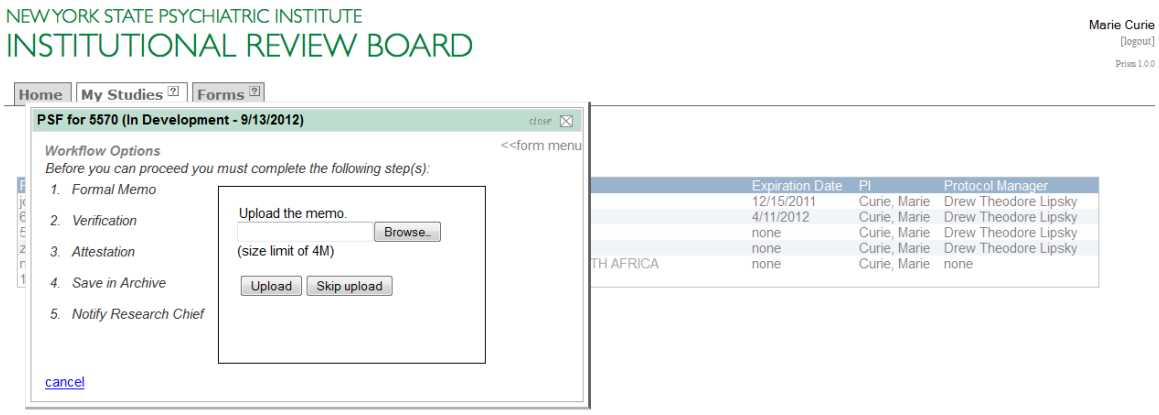
7. After you have completed all pages, hit the “Send form” button to submit the application for Research Chief approval.



8. If you are the PI on the study, you will be able to view the following screenshot to submit your form for approval.



9. Complete the five steps listed below to submit the PSF to the Research Chief for approval.



10. Note that submission is not complete until you reach the following page.