

## How to Submit an amendment only

1. Log in with your IRB website username and password  
<https://irb.nyspi.org/prism>
2. Select “My Studies” Tab
3. Search for your protocol you wish to submit the amendment for

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[log]  
Prism

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

Under the protocol menu, select ‘start an amendment only’

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5570

Protocol Menu

View	Act
view protocol info	start an amendment only
view related forms	start an annual continuation with or w/o an amendment
view most recent approved PSF	start a new IRB form
	change personnel or modify title

Expiration Date	PI	Protocol Manager
12/15/2011	Curie, Marie	Drew Theodore Lipsky
04/11/2012	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	none

4. Choose a protocol summary form(PSF) from the list to make a copy and hit ‘Submit’

Home | My Studies <sup>2</sup> | Forms <sup>2</sup>

5570 close

<<protocol menu

*These are your available PSF(s) for this protocol. Please select one to make a copy and submit it as an amendment.*

Form Name	Form Status	View PDF
<input checked="" type="radio"/> PSF_AMEND-Test Study_(09/13/2012-MC)	In Progress	
<input type="radio"/> PSF-Test Study_(9/13/2012-MC)	Pending Revisions	
<input type="radio"/> Amendment - PSF-Test Study (2/9/2012 - MC)	In Progress	
<input type="radio"/> PSF-Test Study (12/01/2010 - MP)	In Development	
<input type="radio"/> PSF-Test Study (12/01/2010 - MP)	IRB Office	

Expiration Date	PI	Protocol Manager
2/15/2011	Curie, Marie	Drew Theodore Lipsky
04/11/2012	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	none

5. On the cover sheet, choose ‘I am proposing an amendment only to an existing protocol’.

6. Make revisions to this version and hit ‘Send form’ to submit after completing all pages

[<<Back to PRISM](#)

**Protocol Summary Form - Test Study**  
Protocol #: 5570

Role of Current User: Principal Investigator , Research Chief  
Current Status: In Progress

**Cover Sheet**

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Choose **ONE** option from the following that is applicable to your study

I am submitting a new protocol

I am proposing an amendment only to an existing protocol

I am submitting an annual continuation only

I am submitting an annual continuation with a modification

I am submitting a 5 year renewal

I have completed this page

Go To Page

Cover Sheet

Division & Personnel

Amendment

Procedures

Survey Completion Confirmation

Studies Involving Only Analysis of Previously Collected Information

Lay Summary of Proposed Research

References

Uploads

Next Steps

7. If you are the PI on the study, you will be directed to the following page. Hit the 'submit directly to the IRB' link

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Home | My Studies (2) | Forms (2)

**PSF for 5570 (In Progress - 09/13/2012)** close

Workflow Options <<form menu

The following options are currently available.

[Submit directly to the IRB](#)

	Expiration Date	PI	Protocol Manager
	12/15/2011	Curie, Marie	Drew Theodore Lipsky
	04/11/2012	Curie, Marie	Drew Theodore Lipsky
	none	Curie, Marie	Drew Theodore Lipsky
	none	Curie, Marie	Drew Theodore Lipsky
1	none	Curie, Marie	none

none SEXUAL RISK COMPENSATION AND MALE CIRCUMCISION AMONG MEN IN SOUTH AFRICA

8. Complete the five steps listed below to submit the PSF to the IRB.

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**PSF for 5570 (In Development - 9/13/2012)** close

Workflow Options <<form menu

Before you can proceed you must complete the following step(s):

1. Formal Memo
2. Verification
3. Attestation
4. Save in Archive
5. Notify Research Chief

Upload the memo.

Browse...

(size limit of 4M)

Upload Skip upload

[cancel](#)

	Expiration Date	PI	Protocol Manager
	12/15/2011	Curie, Marie	Drew Theodore Lipsky
	4/11/2012	Curie, Marie	Drew Theodore Lipsky
	none	Curie, Marie	Drew Theodore Lipsky
	none	Curie, Marie	Drew Theodore Lipsky
1	none	Curie, Marie	none

TH AFRICA

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

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 Prism 1.0.1

Home | My Studies (2) | Forms (2)

**PSF for 5570 (Awaiting Research Chief Approval - 9/13/2012)** close

Workflow Options <<form menu

Finished.

The Form status is now Submitted to IRB

Protocol Name	Protocol #	Status	Last Activity	Date	Manager	Secondary Reviewer	History	Quick View	Options
Study	5570	Awaiting Research Chief Approval	9/13/2012		Lipsky, Drew Theodore	N/A			

1

**Note:** If there is no protocol summary form in the system for the protocol, you will be directed to the following page

Home | My Studies | Forms

SEXUAL RISK COMPENSATION AND MALE CIRCUMCISION AMONG MEN IN SOUTH AFRICA close

<<protocol menu

There is no available Protocol Summary Form(PSF) for this protocol in PRISM.

You have the option to create one from scratch or submit in paper.

Expiration Date	PI	Protocol Manager
12/15/2011	Curie, Marie	Drew Theodore Lipsky
04/11/2012	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	Drew Theodore Lipsky
none	Curie, Marie	none

You can choose to create a brand new PSF form and follow steps 5-9