

Instructions for the Research Chief

1. Log into PRISM (<https://irb.nyspi.org/prism>) using your IRB website username and password.
2. If you are a research chief and have any protocol summary forms (PSFs) up for review, you will see a 'Research Chief' option under on the left hand side.
3. Click on the text to view Protocol Summary forms requiring review.

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Marie Cu [log out]
Prism 1.0

Home My Studies (2) Forms (2)

Options

- IRB Messages
- **RESEARCH CHIEF (2)**
- START A DRAFT PROTOCOL OR 5 YEAR CONTINUATION
- PRISM FAQs

IRB Messages

There are no messages from the IRB at this time.

4. Click on 'Quick View' to open a separate window to view the document as a PDF.

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Options

- IRB MESSAGES
- **Research Chief (2)**
- START A DRAFT PROTOCOL OR 5 YEAR CONTINUATION
- PRISM FAQs

Search

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

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5. Click on 'Options' to act on this form.
6. Choose the appropriate workflow option. You can either approve the PSF and submit it to the IRB for review, or return the PSF to the research team for revisions.

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

Workflow Options <<-form menu

The following options are currently available.

[Return to research team](#)

[Approve and submit for IRB review](#)

Awaiting Research Chief Approval -> Submitted to IRB

You will be prompted to complete the following steps:

1. Department Approval
2. Email Notification
3. IRB Notification

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			

7. If you choose to submit to the IRB, follow the three steps listed below.

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

Workflow Options <<-form menu

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

1. Department Approval **Please read and agree to the following:**
 1. The proposal has been prepared and reviewed by appropriately qualified members of the department's staff, and the investigators are appropriately qualified to carry out the study.
 2. I approve the use of departmental space and resources to carry out this study.
 3. I have reviewed and approved this protocol for submission to the IRB. I Agree
2. Email Notification
3. IRB Notification

[cancel](#)

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

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

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

Workflow Options <<-form menu

Finished.
 The Form status is now Submitted to IRB

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