## **Instructions for the Research Chief**

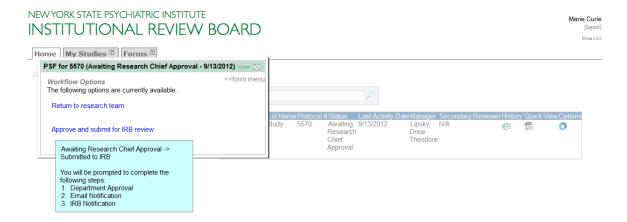
- 1. Log into PRISM (https://irb.nyspi.org/prism) using your IRB website username and password.
- 2. If you are a research chief and have any protocol summary forms (PSFs) up for review, you will see a 'Research Chief' option under on the left hand side.
- 3. Click on the text to view Protocol Summary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



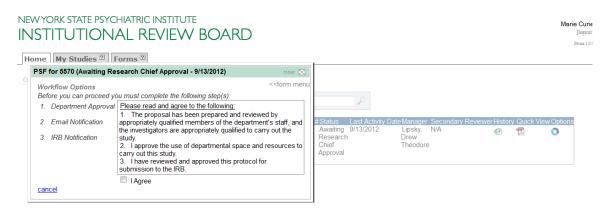
4. Click on 'Quick View' to open a separate window to view the document as a PDF



- 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.



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



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

