

## How to Submit an Existing form (PSF, ACAR)

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

1. Select “My Studies” tab
2. Search for the protocol you wish to submit the PSF/ACAR for
3. Click the name of the protocol

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Home My Studies Forms

Search 5570

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

4. Click ‘view related forms’ to view all forms associated with the protocol

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Protocol Menu

View	Act
view protocol info	start a new amendment only
<b>view related forms</b>	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

Protocol Manager  
Drew Theodore Lipsky

5. Click 'Menu' of the form that you wish to work on

Home My Studies Forms

5670 close

Protocol Activity <<protocol menu

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  
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6. Hit 'edit form' if you need to make revisions to the form (Within the editable form there is a 'send form' button to submit form to the IRB)

7. Hit 'send form' if you are ready to submit the form without making any revisions

Home My Studies Forms

PSF for 5570 (In Development - 11/15/2011) close

Form Menu

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		

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8. Based on the form type (i.e. PSF, ACAR, Close-Out) and the user's role on the protocol, the submission options differ

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

Workflow Options <<form menu

The following options are currently available.

[Forward to Research Chief for initial approval \(ALL NEW PROTOCOLS & 5 YEAR RENEWALS\)](#)

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
none	Curie, Marie	none

9. Complete steps listed based on submission option chosen

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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.

(size limit of 4M)

[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
none	Curie, Marie	none

10. You will have successfully submitted the form to the IRB once you reach the following page.

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Home | My Studies [?] | Forms [?]

**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			