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

4. Click ‘view related forms’ to view all forms associated with the protocol
5. Click ‘Menu’ of the form that you wish to work on

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

9. Complete steps listed based on submission option chosen.

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