

PRISM User Manual
Version 2.0

How to Submit an annual continuation (ACAR)

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 renewal for

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Marie Curie
[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
1				

Under the protocol menu, select ‘start an annual continuation with or w/o an amendment’

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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 ²¹ | Forms ²¹

5570 close

<<protocol menu

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

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
12/15/2011	Curie, Marie	Drew Theodore Lipsky
04/11/2012	Curie, Marie	Drew Theodore Lipsky
none	Cune, Marie	Drew Theodore Lipsky
none	Cune, Marie	Drew Theodore Lipsky
none	Cune, Marie	none

5. On the cover sheet, choose ‘I am submitting a continuation only’. If you are submitting a modification along with the renewal, then choose ‘I am submitting a continuation with a modification’

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

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Protocol Summary Form - Test Study Role of Current User: Principal Investigator , Research Chief

Protocol #: 5570 Current Status: In Progress

Cover Sheet

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](#)

[Application for Continuation of Research](#)

[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
none	Curie, Marie	none

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

1

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)

[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

TH AFRICA

9. 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

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 (2) Forms (2)

SEXUAL RISK COMPENSATION AND MALE CIRCUMCISION AMONG MEN IN SOUTH AFRICA [user] x

<<protocol menu

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

You have the option to create the short form ACAR or create an electronic PSF from scratch. At some point, the long form PSF will be required.

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 ACAR form or a brand new PSF form and follow steps 5-9