**Instructions for submitting Non-Human Subjects Research forms via iMedRIS**

* Log into iMedRIS - [imedris.uthsc.edu](http://imedris.uthsc.edu)
  + Access to iMedRIS is through your UT NetID & Password (not the same thing as your hospital login)
  + NetIDs can be looked up here: <https://directory.utk.edu/>
  + NetID passwords may be reset here: <https://ds.utk.edu/passwords/reset.asp>
* Under Featured Project Operations select “Create a New Project”
* Select “UT GSM/UTMC Knoxville: IRB Study Application,” then click “Start Selected Application”
* Complete sections 1-5 of the Application
* In section 6 of the Application, select “I am requesting approval for a Case Report, Quality Improvement/Performance Improvement Project, or a Not Human Subjects Research determination”
* Complete the rest of the questions in section 6, making sure that you read the instructions for how to route your submission for signatures carefully
* Continue through the Application until you reach the section to Signoff and Submit