

PRAMS Tips

How to Modify an eSubmission

◆ **To access the eSubmission in PRAMS:** Log in to www.prams.psu.edu. On the left side, under 'Today', select '**eSubmissions**' to see a list of work in progress. Select the study you want to modify, and follow the steps below.

- After you have completed edits to the eSubmissions and have uploaded any revised documents, remember to select **Finish** (on the left), and **Submit**. (Before you submit, select to save or print the revised eSubmission with highlighted changes, if desired.)

◆ **To revise the eSubmission application and protocol abstract questions:**

Work from highest to lowest question number whenever you are making revisions to the eSubmission*. Type a question number in the 'Go to' box, or link it in the question list.

(*Important: When you revise the eSubmission, the new responses may prompt additional questions to be answered, so make any edits working from the highest to lowest question number to avoid confusion if your edits cause the numbering scheme to change.)

◆ **To view IRB Edits uploaded to PRAMS:** Any written IRB editorial revisions for completion by the investigator will be available to view from the PRAMS **Documents Tab**, in the **Review-Request Info** folder, labeled '**IRB Edits**'.

◆ **To replace* an existing document:**

- (1) Be sure you have made all revisions and saved the file to your own computer.
- (2) Select **Document Upload** (on the left). View the list of documents uploaded to date.
- (3) Select the 'radio button' in front of the document you wish to replace.
- (4) Select **Replace**.
- (5) **Browse** for the correct document to insert, and then select **Replace**.

Note: *'Replace' saves prior versions to the 'Full Document Retrieval' section, available under the Documents tab. (For the tabs, select '**Human**' on the left and a specific study.)

◆ **To upload a new document:**

- (1) Select **Document Upload** (on the left). You will see the list of documents uploaded.
- (2) Select the **Add** option.
- (3) Choose the appropriate "**Folder**" from the drop down menu.
- (4) Select an appropriate "**Category**" (when available).
- (5) Enter a brief description of the document for "**Additional Detail to Identify Document**".
- (6) **Browse** for the correct document to insert, and
- (7) Select the **Upload Document** option.

Accessing PRAMS documents for Active Studies

◆ **To access IRB documents (including stamped consent forms):** Log into PRAMS (www.prams.psu.edu). Select **Human** (on the left); select the folder for active studies; then select and open a specific study. The IRB minutes, letters and informed consent forms (ICFs) are located in folders under the **Documents** tab. (Select 'Full Document Retrieval' to view prior document versions in a particular folder.)