

iMedRIS Troubleshooting FAQs

- I can log on to iMedRIS (hic.beaumont.edu), but I'm unable to create a new study application. **Solution:** You need to register for iMedRIS (using the Google form available on the Embark Moodle page).
- Other people can't view my application. **Solution:** In order for others to see your application (outside of the Beaumont IRB), individuals need to either be added as key personnel or as study contacts within the IRB application (typically section 2.0 of the application).
- How do I route an application? New applications must be routed to:

(Applications automatically get routed to your PI first)

- Barb Higgins
 - Clinical Research Manager (see list available at Help button in iMedRIS under "Contact Information")
 - Department Chair (see list available at Help button in iMedRIS under "Contact Information" – Offices of the Medical Staff)
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- I'm trying to submit an amendment but the system isn't letting me. **Solution:** there is most likely another amendment under review. Only one amendment can be submitted for review at a time.
 - HealthStream modules – in order to access HS modules, you need to first be enrolled in DUO. You can do this by calling the **Beaumont IT Help Desk at 248-597-2727**. Other HealthStream questions can be directed to Dawn Burgess (dawn.burgess@beaumont.org).