The PRMC module in BRAIN lets you export the current summary, protocol, consent, and attachments from ESP1 (the IRB module) into a document for DLDCCC PRMC review.

The Administrative Contact in the protocol’s ESP1 summary can create the PRMC submission in this module. As with ESP1, only the PI can submit the protocol the PRMC.
Important Notes

**** The IRB/ESP1 summary and protocol can NOT be edited from the PRMC module. The PRMC module can “read-only” from the IRB module.

Prepare your IRB/ESP1 submission first, as these materials are used by the PRMC for review. It is recommended that you submit to the PRMC while the IRB/ESP1 submission is still in DRAFT mode (not yet submitted to IRB); then, any changes required by the PRMC can be incorporated into the final version that is submitted to the IRB.

If you have already submitted to the IRB and you make any changes to the summary, protocol, consent, or other documents during PRMC review, you MUST submit the amended protocol to the IRB for approval, via ESP1, as an amendment.****
Accessing PRMC module in BRAIN
Click Arrow next to "Investigator"
Creating the PRMC submission coversheet

Click "create"
Complete the “Initial Review Coversheet”. (Top half shown here.)
Complete the “Initial Review Coversheet”. (Bottom half shown here.) Click the Save icon when finished.
You must link your IRB protocol (from ESP1) to this PRMC submission.  
**NOTE:** Make sure the IRB/ESP1 summary and protocol are current and complete before attaching it to the PRMC submission; the PRMC module is making a “copy” of what is in ESP1, including the protocol summary, the consent form (Section Q), and all attachments (Section S).  
The ESP1 IRB protocol does not need to be submitted to the IRB before it is attached here, but the DRAFT version must at least be completed.  
Use the “plus sign” to find and select the H #.
Enter the IRB/ESP1 H-number, and click Go.
Or, you can click “List Protocols” and select from list, then click “Go”.

![Protocols (ESP1) form with instructions highlighted]
Click button to select protocol. Click Save.
IRB/ESP1 protocol is now attached to the PRMC submission.

You may see this warning about “Review for Completeness”:

You can override this warning, but it means that pieces are missing from your IRB summary in ESP1.
Click “View Protocol Summary” to check that the correct protocol is attached.
Click right arrow to continue
Additional Attachments for the PRMC

You have the ability to attach additional documents that are not attached in ESP1 (e.g., something specific for PRMC review). You may not have anything to attach - that’s ok!

Name the attachment something descriptive
If any portions are incomplete, they will show here as needing to be corrected.
Click “Submit” to send the protocol to the PRMC. Submission must be done by the PI. You will receive an email confirming your submission.
Questions?

Contact prmc-dldcc@bcm.edu