

## IRB: HOW TO APPROVE PROTOCOLS

When a protocol is submitted by the PI, anyone listed on the protocol as a COI or Supervisor will have to approve the protocol before it routes to the IRB Coordinator. Each person who must approve the protocol will receive an automated email notification after it is submitted.

NOTE: If someone other than the PI submits the protocol, **then the PI will also have to approve the protocol.**

### How to Approve an IRB Protocol from the Email Notification

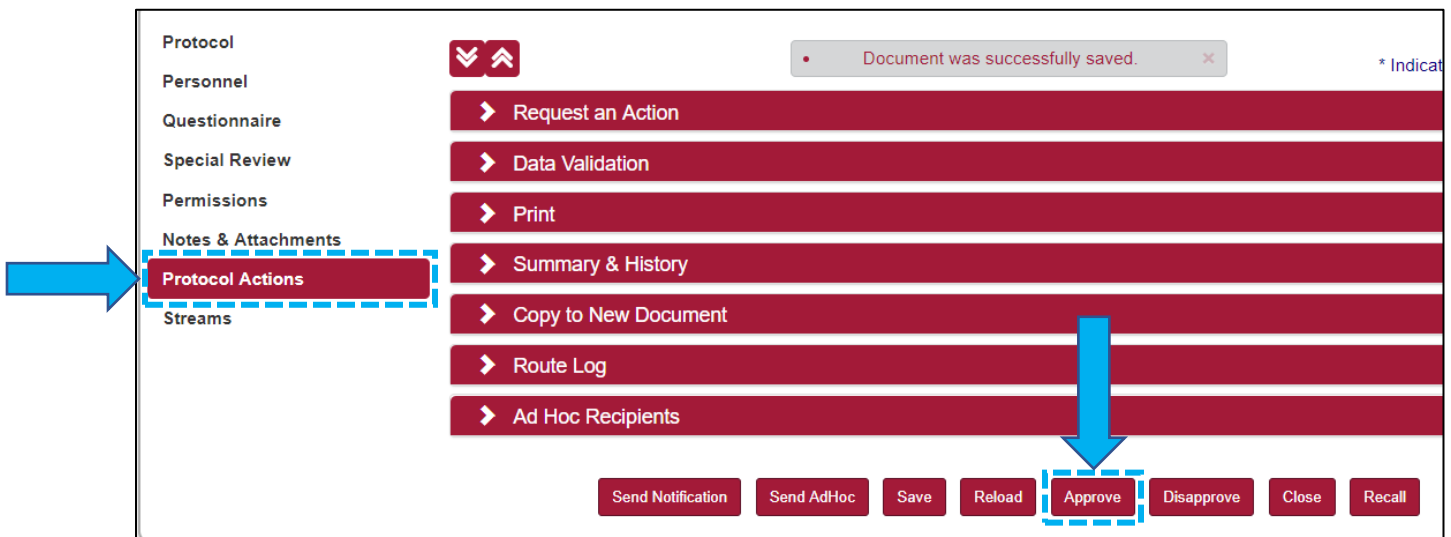
- 1) Click the first link in the email notification; this will take you to the Streamlyne central login page.
- 2) Sign in with your **institution email address and password** (@uada.edu, @ualr.edu or @uark.edu).
- 3) The protocol should automatically open on the **Protocol** tab view.
- 4) Click the **Protocol Actions** tab (if you are not on that tab).
- 5) Click the **Approve** button on the bottom of that screen.

### How to Approve an IRB Protocol without the Email Notification

1. Login to Streamlyne.
  - a. UADA: [streamlyne.uada.edu](http://streamlyne.uada.edu)
  - b. UAF: [streamlyneinfo.uark.edu](http://streamlyneinfo.uark.edu)
  - c. UALR: [ualr.edu/streamlyne](http://ualr.edu/streamlyne)
2. Sign in with your **institution email address and password** (@uada.edu, @ualr.edu or @uark.edu).
3. On the Streamlyne Action List screen, **click the number in the ID column** to open the protocol.
4. Click the **Protocol Actions** tab (if you are not on that tab).
5. Click the **Approve** button on the bottom of that screen.

NOTE: To review the protocol before approving, follow the steps below.

- a. Click the **Questionnaire** tab on the left. You can click the **Print** button to view the questions and responses in a PDF format.
- b. Click the **Protocol Actions** tab > click the **Summary & History** section/ribbon > click the **Show** button next to the word **Summary**. From here you can review everything except the questionnaire.



The screenshot shows the Streamlyne interface for a protocol. On the left, a vertical menu lists various tabs: Protocol, Personnel, Questionnaire, Special Review, Permissions, Notes & Attachments, Protocol Actions (highlighted with a blue dashed box and a blue arrow), and Streams. The main area displays a list of actions: Request an Action, Data Validation, Print, Summary & History, Copy to New Document, Route Log, and Ad Hoc Recipients. At the bottom, there is a row of buttons: Send Notification, Send AdHoc, Save, Reload, Approve (highlighted with a blue dashed box and a blue arrow), Disapprove, Close, and Recall. A notification at the top right states 'Document was successfully saved.' with a close button.