

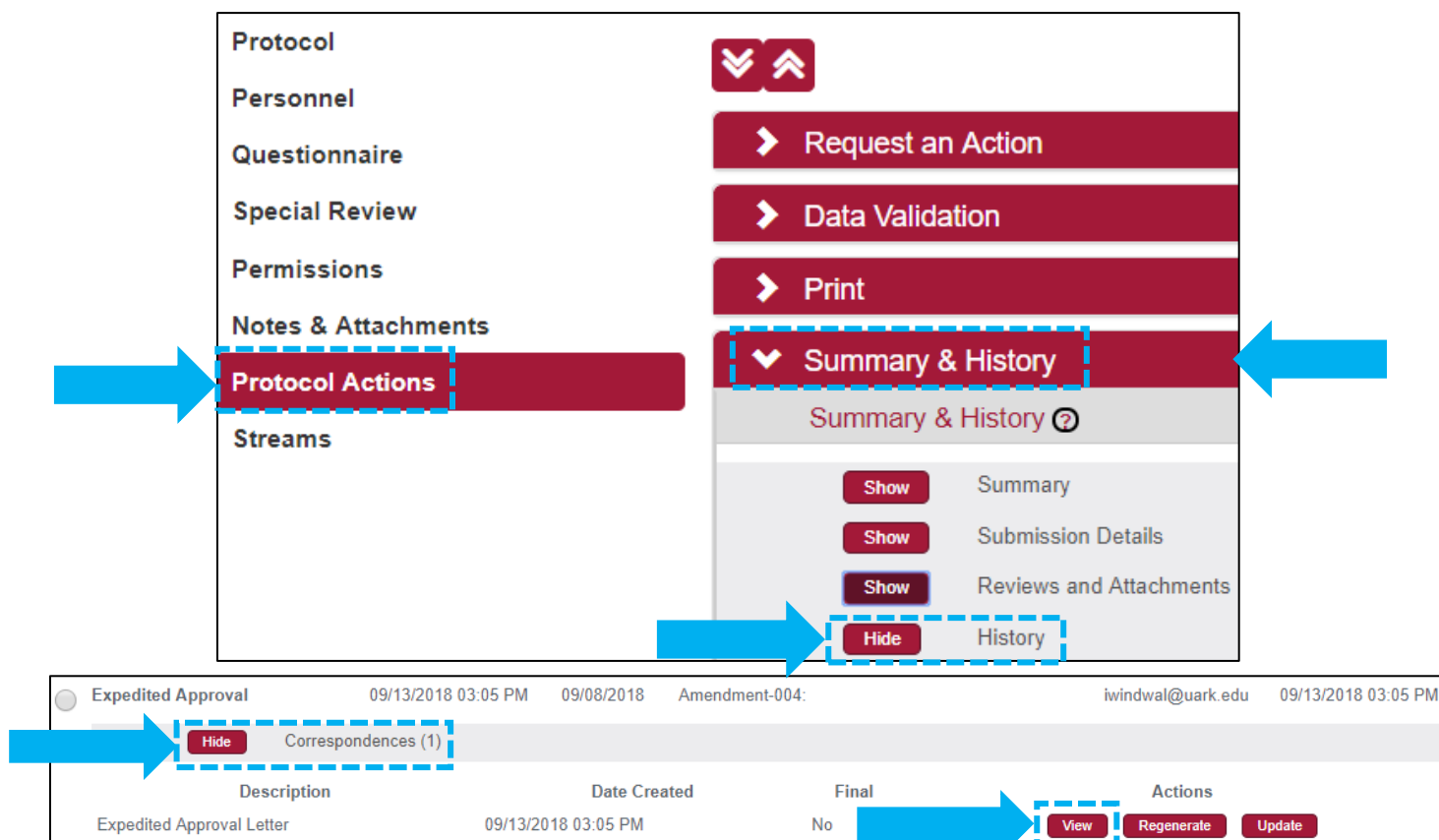
IRB: HOW TO LOCATE YOUR IRB APPROVAL LETTER

Once your IRB protocol has been approved, you can view or save the approval letter by opening the protocol in Streamlyne.

How to Search for an IRB Protocol and Locate the Approval Letter

- 1) Login to Streamlyne.
 UADA: streamlyne.uada.edu UAF: streamlyneinfo.uark.edu UALR: ualr.edu/streamlyne
- 2) Search under: **Main Menu > IRB >** and click **All My Protocols**
 - a. You can also search using the IRB Protocol lookup feature by clicking the word **IRB Protocol**.
 - b. In the Protocol Lookup search screen enter your last name in the **Investigator** field using **asterisks**. Example: *beitle*
 - c. Click the red **Search** button.
- 3) Scroll down past the Search button to locate the protocol you need, click the **view or edit** link on the far left to open the protocol.
- 4) Click the **Protocol Actions** tab on the left side of the screen.
- 5) Click the **Summary & History** ribbon > click the **Show** button next to **History**
- 6) Scroll down and find the last approval, then click the **Show** button next to the word **Correspondences** on the grey bar.
- 7) Below Correspondences, click the **View** button on the right to view the approval letter. You can also save it as a pdf if needed.

NOTE: When the protocol was initially approved, the email notification you received had a link named “view correspondence”, when you click that link it also opens the approval letter. Streamlyne refers to approval letters as correspondences.



The screenshot displays the Streamlyne interface for a specific protocol. The left sidebar contains a menu with items: Protocol, Personnel, Questionnaire, Special Review, Permissions, Notes & Attachments, **Protocol Actions** (highlighted with a red dashed box and a blue arrow), and Streams. The main content area shows a list of actions: Request an Action, Data Validation, Print, **Summary & History** (highlighted with a red dashed box and a blue arrow), and a sub-section for Summary & History with buttons: Show Summary, Show Submission Details, Show Reviews and Attachments, and **Hide History** (highlighted with a red dashed box and a blue arrow). Below this, a grey bar shows **Correspondences (1)** (highlighted with a red dashed box and a blue arrow) with a Hide button. At the bottom, a table lists correspondences with columns: Description, Date Created, Final, and Actions. The first row shows 'Expedited Approval Letter' with a 'View' button (highlighted with a red dashed box and a blue arrow), 'Regenerate', and 'Update' buttons.

Description	Date Created	Final	Actions
Expedited Approval Letter	09/13/2018 03:05 PM	No	View, Regenerate, Update