



Streamlyne IRB Module Tip Sheet

How do I check the status of my IRB application?

Once you have started an IRB protocol in Streamlyne, you can check its status at any point. Access the desired protocol and then follow these steps:

1. **Click on Protocol Actions** on the left hand side of the screen. This will open the Protocol Actions menu to the right.



2. There are two areas within Protocol Actions that will provide you with information regarding the status of your protocol submission – **Summary & History** and **Route Log**.
3. **Summary & History** will show you a description, date, and comments for every action taken on your protocol.
 - a. Click on **Summary & History** and then the “Show” button next to History.
 - b. Under the Description column you will find a list of actions that have been taken. These actions may include, but are not limited to: Protocol Created, Submitted to IRB, Returned to PI, Exemption Granted, Expedited Approval. Please be sure to check the Comments column for any communication from the IRB Office.



In this example, you can see that the protocol was created and submitted to the IRB on 2/25/2020. It received Expedited Approval on 2/27/2020 and then the PI created an amendment on 2/28/2020.

History 

View Action Date Range: Beginning On  Ending On 

Description	Date	Action Date	Comments	Updated By
Amendment Created	02/28/2020 12:29 PM	02/28/2020	Amendment-001: Created	
Expedited Approval	02/27/2020 01:44 PM	02/27/2020		nicole.morse

Correspondences (1)

Description	Date Created	Final
Expedited Approval Letter	02/27/2020 01:44 PM	Yes (02/27/2020 01:45 PM) <input data-bbox="1428 699 1465 720" type="button" value="View"/>

Notifications (1)

Date Created	Recipients	Subject	Message
02/27/2020 01:45 PM		Protocol 2002000490 Expedited Approval	The IRB protocol number 2002000490, Principal Investigator  has received Expedited App The action was executed by Morse, Nicole. Click on the link to access the Approval Letter: view corre

Assigned to Agenda Notifications (6)

Date Created	Recipients	Subject	Message
02/25/2020 09:47 AM		Protocol 2002000490 Expedited Approval	The IRB protocol number 2002000490, Principal Investigator  has received Expedited App The action was executed by Morse, Nicole. Click on the link to access the Approval Letter: view corre

Submitted to IRB Questionnaires (3)

Date Created	Recipients	Subject	Message
02/25/2020 09:29 AM		Protocol 2002000490 Expedited Approval	The IRB protocol number 2002000490, Principal Investigator  has received Expedited App The action was executed by Morse, Nicole. Click on the link to access the Approval Letter: view corre

Load selected node into Summary View, above

4. The **Route Log** will show you who has taken an action on your protocol, who needs to take the next action, and any future actions that will be needed.

In the example below, you can see that Adam “Completed” (submitted) his protocol. As a student researcher, his protocol has to be approved by his Research Advisor before it will be delivered to the IRB for review. The Pending Action Requests indicates his protocol is currently sitting in the Action List of his advisor, Nancy Schindele, for her to Approve. The protocol will then be routed to the IRB Admin, Nicole Morse, for review (shown in the Future Action Requests).

Actions Taken				
Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Macey-Donze, Adam		12:48 PM 08/11/2020	
COMPLETED	Macey-Donze, Adam		12:49 PM 08/11/2020	

Pending Action Requests				
Action	Requested Of	Time/Date	Annotation	
IN ACTION LIST APPROVE	Schindele, Nancy	12:49 PM 08/11/2020	KC-PROTOCOL Faculty Advisor	

Future Action Requests				
Action	Requested Of	Time/Date	Annotation	
PENDING APPROVE	IRBAdmin Morse, Nicole	12:55 PM 08/11/2020	KC-UNT IRB Administrator Y 000001	

Nancy has now reviewed and approved Adam's IRB protocol, so you can see the Actions Taken list now shows "Approved" by Nancy Schindele. The Pending Action Requests have now been updated to show the protocol is in Nicole Morse's Action List awaiting (review and) Approval.

Actions Taken				
Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Macey-Donze, Adam		12:48 PM 08/11/2020	
COMPLETED	Macey-Donze, Adam		12:49 PM 08/11/2020	
APPROVED	Schindele, Nancy		12:58 PM 08/11/2020	

Pending Action Requests				
Action	Requested Of	Time/Date	Annotation	
IN ACTION LIST APPROVE	Morse, Nicole IRBAdmin	12:58 PM 08/11/2020	KC-UNT IRB Administrator Y 000001	

Future Action Requests				
Action	Requested Of	Time/Date	Annotation	

If you have any further questions about the status of your IRB protocol, please contact Nicole Morse at nicole.morse@unco.edu.