

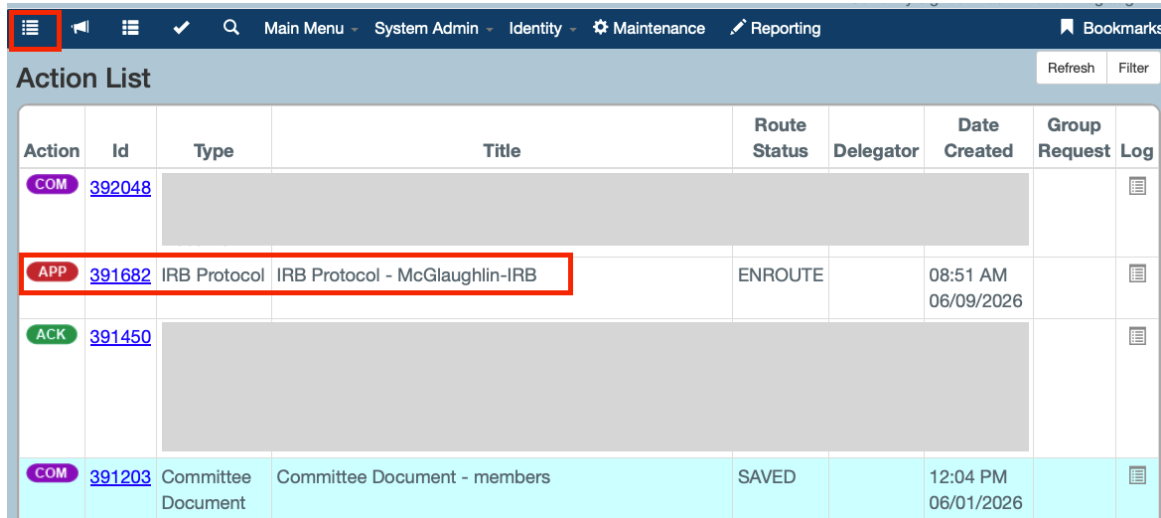
IRB Protocol Status Guide

V1. 8-2-26

- 1) Log into Streamlyne - <https://research.unco.streamlyne.org>
- 2) Open your protocol. This can be done by finding the protocol in your Action List or by doing a protocol search.

A) Action List

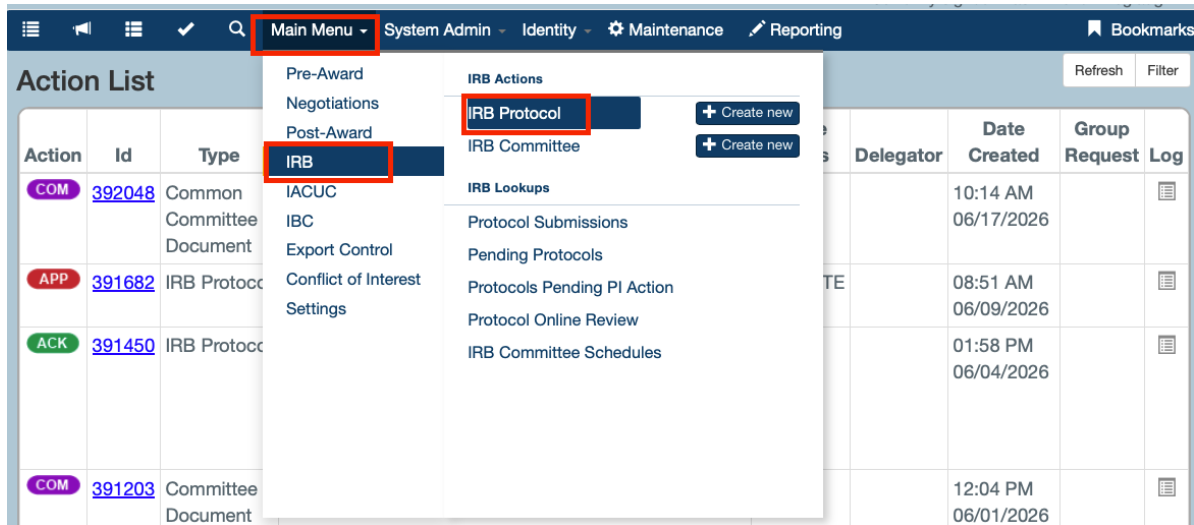
- Open you're the Action List – Icon in the upper left of the Steamlyne Menu tab.
- Find your IRB Protocol in your action list – will be APP. If you do a lot in Streamlyne you may have multiple pages of items on your actions list. Pro-Tip – sort by Date Created to have most recent items at the top.
- Click on the blue ID number to open your protocol.



Action	Id	Type	Title	Route Status	Delegator	Date Created	Group Request	Log
COM	392048							
APP	391682	IRB Protocol	IRB Protocol - McGlaughlin-IRB	ENROUTE		08:51 AM 06/09/2026		
ACK	391450							
COM	391203	Committee Document	Committee Document - members	SAVED		12:04 PM 06/01/2026		

B) IRB Protocol Search

- Click on Main Menu / IRB / IRB Protocol – this will open the Protocol Lookup Menu



- In the Protocol Lookup Menu search by Investigator, entering your last name. Be sure to select 'Contains' prior to clicking search. If you know your Protocol # you can also search that way.

This screenshot shows the 'Protocol Lookup' search form. The 'Investigator' field is highlighted with a red box and contains the text 'McGlaughlin'. The 'Contains' radio button is also highlighted with a red box. The 'Search' button is highlighted with a red box. The form includes various search criteria such as Protocol #, Protocol Status, Title, Initial Submission Date, Expiration Date, Approval Date, Last Approval Date, Action Date, Key Person, Funding Source, and Unit Number. The 'Active' radio buttons are set to 'Yes'.

Protocol #:

Protocol Status:

Title:

Initial Submission Date From:

Expiration Date From:

Approval Date From:

Last Approval Date From:

Action Date From:

Investigator:

Area of Research:

Performing Organization:

Unit Name:

Protocol Type:

Reference ID1:

Summary/Keywords:

Initial Submission Date To:

Expiration Date To:

Approval Date To:

Last Approval Date To:

Action Date To:

Key Person:

Funding Source:

Unit Number:

Active: ☒ Yes ☐ No ☐ Both

☐ Starts With ☒ Contains ☐ Exact

- This will return a list of all protocols under the name you searched.

- Click 'view' to open your protocol. Note: 'edit' will not be an option for most users after your protocol has been submitted to the IRB.

Search Results												
Actions	Protocol #	Protocol Type	Investigator	Title	Protocol Status	Approval Date	Expiration Date	Last Approval Date	Initial Submission Date	Lead Unit	Lead Unit Name	Summary
edit copy view	604078874	Exempt	Mitchell McLaughlin	Example IRB Submission	Submitted to IRB				05/11/2026	3430	Office of Sponsored Programs	

One item found.

3) Once you are in your protocol you can check the status in two places.

A) Summary & History

The Summary & History section allows users to know where their protocol is in the approval process and to be able to access their formal IRB letter after approval.

- Select Protocol Actions / Summary & History / show History

Protocol
Personnel
Questionnaire
Special Review
Notes & Attachments
Protocol Actions
Online Review
Permissions
Streams

Request an Action
Print
Summary & History

Show Summary
Show Submission Details
Show Reviews and Attachments
Hide History

History

View Action Date Range: Beginning On Ending On Filter Clear

Description	Date	Action Date	Comments	Updated By	Update Time
Submitted to IRB	06/09/2026 09:24 AM	06/09/2026	Submitted to IRB	mitchell.mcgloughlin	06/09/2026 09:24 AM
Show Questionnaires (3)					
Returned To PI	06/09/2026 08:51 AM	06/09/2026	Try again :)	mitchell.mcgloughlin	06/09/2026 08:51 AM
Show Notifications (1)					
Submitted to IRB	05/11/2026 03:14 PM	05/11/2026	Submitted to IRB	mitchell.mcgloughlin	05/11/2026 03:14 PM
Show Questionnaires (3)					
Protocol Created	04/21/2026 04:13 PM	04/21/2026	Protocol created	mitchell.mcgloughlin	04/21/2026 04:13 PM

Load Load selected node into Summary View, above

- This will open the history log which shows what actions were taken with a protocol on specific dates, starting with 'Submitted to IRB'. In the example above the protocol was created on 4/21/26, submitted to IRB on 5/11/26,

Returned to PI on 6/9/26, and submitted to IRB again on 6/9/26. The log will show the most recent action associated with a protocol.

- In the History log a protocol will show as 'Exemption Granted', 'Expedited Approval', or 'Open for Enrollment' depending on protocol type, when it has been approved. You can access and download the approval letter by clicking 'Show Correspondences' and then 'View' on the 'Grant Exemption Notice' line.

History

View Action Date Range: Beginning On Ending On

Filter Clear

Description	Date	Action Date	Comments	Updated By	Update Time
Exemption Granted	07/19/2026 06:36 PM	07/19/2026		mitchell.mcgloughlin	07/19/2026 06:36 PM
Hide Correspondences (1)					
Description	Date Created	Final	Actions		
Grant Exemption Notice	07/19/2026 06:36 PM	Yes (07/19/2026 06:36 PM)	View Regenerate Update		
Show Notifications (2)					
Assigned to Agenda	07/07/2026 11:14 AM	07/07/2026	assign agenda	demitria.stitt	07/07/2026 11:14 AM
Show Notifications (4)					
Submitted to IRB	07/03/2026 11:18 AM	07/03/2026	Submitted to IRB	joanna.lewis	07/03/2026 11:18 AM
Show Questionnaires (3)					
Protocol Created	06/18/2026 10:23 AM	06/18/2026	Protocol created	joanna.lewis	06/18/2026 10:23 AM

Load

Load selected node into Summary View, above

B) Route Log

The Route Log is the more technical description of where a protocol is at in the approval process

- Select Protocol Actions / Route Log / ID #

The screenshot shows a sidebar menu on the left with the following items: Protocol, Personnel, Questionnaire, Special Review, Notes & Attachments, **Protocol Actions** (highlighted with a red box), Online Review, Permissions, and Streams. The main content area displays a list of actions: Request an Action, Print, Summary & History, Copy to New Document, and **Route Log** (highlighted with a red box). Below the Route Log header, there is a sub-header **ID: 391682** (highlighted with a red box). A table follows with the following data:

Title	Type	Created	Last Modified
IRB Protocol - McLaughlin-IRB	IRB Protocol	08:51 AM 06/09/2026	09:24 AM 06/09/2026
Initiator	McLaughlin, Mitchell		
Route Status	ENROUTE		
Node(s)	IRBReview		

Below the table, there are four more menu items: Actions Taken, Pending Action Requests, Future Action Requests, and Log Action Message.

- The Node – describes where the protocol is in the process. Common Nodes are:
 - IRBReview – the protocol is being reviewed by the IRB
 - FacultySupervisor – a student protocol is waiting on an advisor to approve the submission
 - Final – protocol has been approved by the IRB
 - Initiated – PI is working on the protocol but it has not been submitted for review
- Users can also look under the Actions Taken menu to see what steps the protocol has moved through.

The screenshot shows the 'Route Log' page for ID: 393247. The 'Actions Taken' section is highlighted with a red box. It contains a table with the following data:

Action	Taken By	Time/Date	Annotation
SAVED	Student Name	01:50 PM 07/30/2026	
COMPLETED	Faculty Name	01:54 PM 07/31/2026	
APPROVED		10:54 AM 08/02/2026	

There are 'show' buttons next to the 'COMPLETED' and 'APPROVED' rows.

- In the example above the protocol was saved on 7/30/26 and submitted on 7/31/26 by a student. On 8/2/26 the protocol was approved by the faculty advisor, which then routed it to the IRB for review.

Route Log				
Route Log				refresh
ID: 392844				
Actions Taken				
Action	Taken By	Time/Date		Annotation
SAVED	PI Name	12:02 PM 07/20/2026		
show COMPLETED		02:37 PM 07/21/2026		
show CANCELED	McLaughlin, Mitchell	12:45 PM 08/07/2026		Protocol document cancelled - protocol has been returned for revisions.

- In the example above the protocol was saved by the PI on 7/20/26 and submitted to the IRB on 7/21/26. On 8/7/26 the protocol was returned for revisions by the IRB Administrator, which moved it to Canceled.