

Notify IRB

V1 – 7-6-26

It is not uncommon for PI's to want to update the IRB related to modifications to Exempt Protocols. Studies that have been granted an exemption do not undergo continuing review. Any modifications to the research that continues to have minimal risk and stays within the previously approved exemption categories should not require a full IRB review, however, the UNC IRB would like to be notified of any modifications so we can continue to ensure compliance with federal regulations. The review will help ensure that modifications do not change the scope of the study or risk to participants. Using the process below, PI's will submit a notification to the IRB Administrator via Streamlyne that details what modifications have been made. The IRB Administrator will decide if any additional review is required, and if so reach out to the PI about next steps.

Examples of protocol modifications that would likely require additional IRB review include:

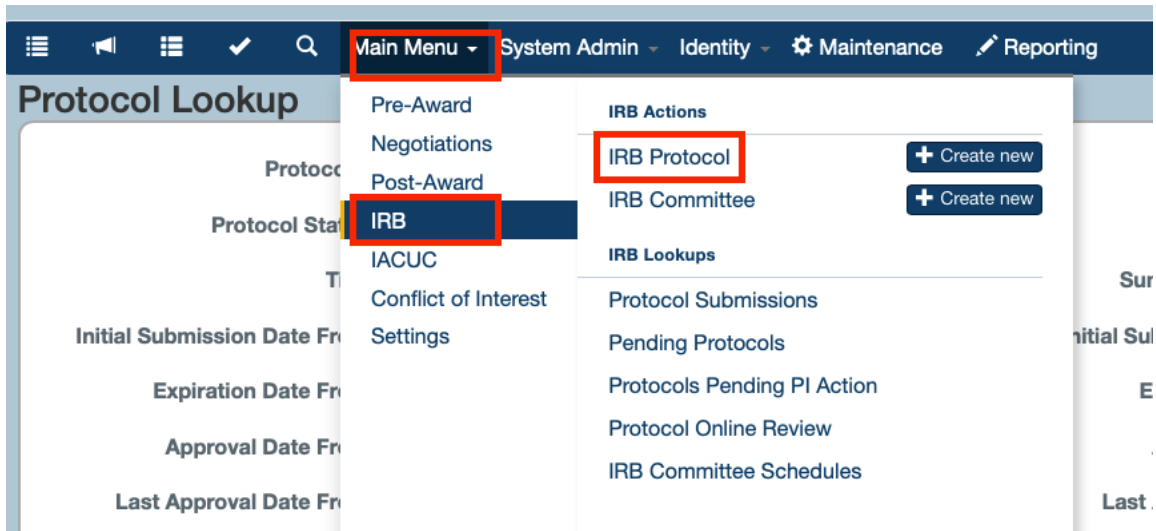
- Removal of the consent process, or use of deception or incomplete disclosure.
- Significant changes to the recruitment procedures.
- Adding sensitive questions to a survey or interview process (e.g. questions regarding illegal activities; traumatic events such as childhood, sexual, or domestic abuse; suicide; or other probing questions that could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation).
- Collection of new or additional identifiable information.
- Changes to the data storage plan which may affect confidentiality.
- Adding any new physiological measures that were not already determined to be exempt.

I. Access Approved Protocol

Use the Protocol Lookup function to find your protocol.

A) Log into Streamlyne

B) Select Main Menu / IRB / IRB Protocol



This will open the IRB Protocol Lookup Menu.

C) Search by identifying information such as 'Protocol #' or 'Investigator'. If searching with part of a name or title, be sure to select 'Contains' prior to clicking 'Search'.

Protocol Lookup

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 associated with your search term -> e.g. the search below using a PI's last name.

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/K
edit copy view	2604078874	Exempt	Mitchell McGlaughlin	Example IRB Submission	Submitted to IRB				05/11/2026	3430	Office of Sponsored Programs	
One item found.												
Export options: CSV spreadsheet XML												

Click 'Edit' to open a protocol from the search results.

II. Submitting Updates to a Protocol

A) Open the Protocol Actions tab then 'Request an Action' then 'Notify IRB'

The screenshot shows the 'Protocol Actions' tab selected in the left sidebar. The 'Request an Action' dropdown menu is open, displaying a list of available actions. The 'Notify IRB' option is highlighted with a red box. A message at the top right states 'Document was successfully reloaded.'.

Available Actions
Show Notify IRB
Show IRB Acknowledgement
Show Request To Close
Show Request for Suspension
Show Request for Termination

B) Complete the appropriate fields in the Notify IRB window:

The screenshot shows the 'Request an Action' window for 'Notify IRB'. The 'Details' section contains the following fields:

- Submission Type Qualifier: Modify Exempt Protocol
- Committee: UNC IRB
- * Submission Review Type: Request / Notification
- Comment: (empty text area)

The 'Attachments' section includes a table with columns for Attachment, Description, and Actions. The 'Add' button is highlighted with a red box.

Attachment	Description	Actions
Choose File		add

The 'submit' button is also highlighted with a red box.

- Submission Type Qualifier – selection 'Modify Exempt Protocol' from the list
- Submission Review Type – ensure this is 'Request/Notification'
- Committee – 'UNC IRB'
- Comment – add a brief statement of what you are notifying the IRB about
- Add attachments as necessary providing details about the modifications you are making and provide a brief description of each attachment.

Click 'Submit' when you have completed all fields. NOTE: Once you hit submit Streamlyne will check for errors on the page. If there are no errors, or after you have fixed any errors that are found, your notification will be submitted to the IRB Administrator.

III. IRB Review

Once your submission is received, the IRB Administrator will review your request and let you know if they have any questions. If not, the IRB Administrator will process an IRB Acknowledgement. At that time, an FYI notification regarding the acknowledgement will be sent to your Action List and email.