



UNIVERSITY OF
**NORTHERN
COLORADO**



Streamlyne IRB Module Tip Sheet

How to approve a student protocol as the research advisor

Once a student researcher has initiated and submitted an IRB protocol in Streamlyne, the protocol will route to the faculty member selected as the Faculty Advisor in the student's Personnel section of the application. Note: the student researcher must select 'Faculty Advisor' as both the **Protocol Role** and the **Affiliation Type** for the faculty member.

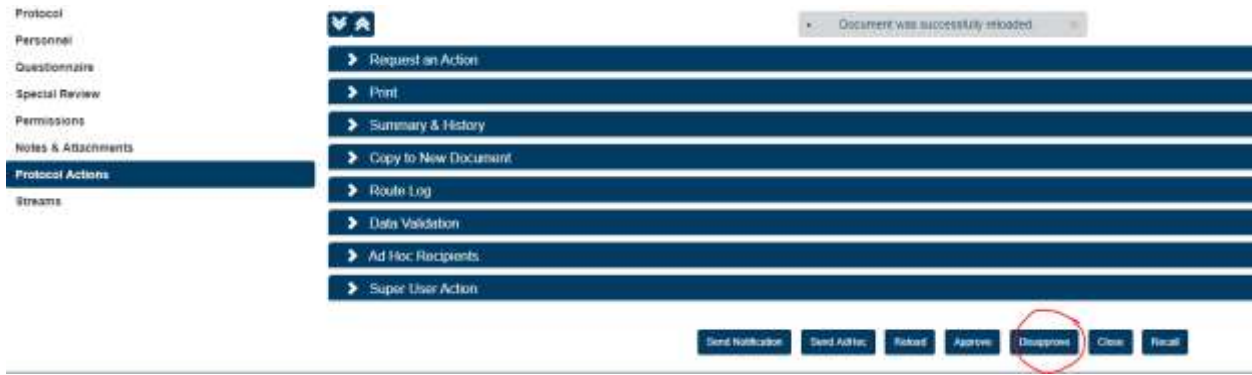
Upon the student Submitting for Review, the protocol will appear in the advisor's Action List for their approval. To access the protocol, click on the number in the **Id** column. ("6204" in the example below)

Action	Id	Type	Title
APP	6204	IRB Protocol	IRB Protocol - PhD study

Once in the protocol, you can review the answers provided in the **Questionnaire**, and all **Notes & Attachments**, by using the menu items on the left hand side of the page. If you are satisfied with the application as submitted, click on **Protocol Actions**. You will then find an Approve button at the bottom of the page. Click "Approve" and the protocol will be routed to the IRB for review.

The screenshot shows the Streamlyne IRB protocol interface. On the left, a navigation menu includes: Protocol, Personnel, Questionnaire, Special Review, Permissions, Notes & Attachments, Protocol Actions (highlighted), and Streams. The main content area displays a list of actions: Request an Action, Print, Summary & History, Copy to New Document, Route Log, Data Validation, Ad Hoc Recipients, and Super User Action. At the bottom, a row of buttons includes: Send Notification, Send Public, Reboot, Approve (circled in red), Disapprove, Close, and Fiscal. A notification at the top right states: Document was successfully uploaded.

If you are not satisfied with the application as submitted, you can return the protocol to the researcher by clicking on the “Disapprove” button at the bottom of the page.



If you select “Disapprove”, you will be asked to enter a reason in the text box on the next page.

Are you sure you want to **disapprove** this document?

* Please enter the reason below:

Yes No

Once a reason has been noted and “Yes” has been selected, the protocol will be returned to the researcher to make necessary adjustments based on the reason given. The student can revise as needed and resubmit when they are ready. The protocol will go through the same approval process again at that time.

Note: if more than one Faculty Advisor is assigned to the protocol, each advisor will need to approve before the protocol is sent to the IRB for review.