



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.

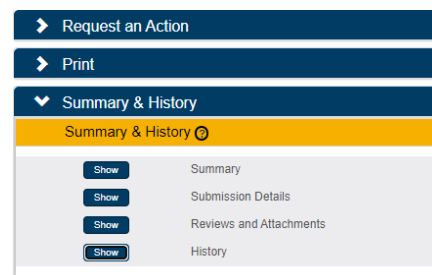


2. There are two areas within Protocol Actions that will provide you with information regarding the status of your protocol submission – **Summary & History** and **Route Log**.

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 [Filter](#) [Clear](#)

Description	Date	Action Date	Comments	Updated By
Amendment Created	02/28/2020 12:29 PM	02/28/2020	Amendment-001: Created	
<input type="radio"/> Expedited Approval	02/27/2020 01:44 PM	02/27/2020		nicole.morse

[Hide](#) Correspondences (1)

Description	Date Created	Final
Expedited Approval Letter	02/27/2020 01:44 PM	Yes (02/27/2020 01:45 PM)

[View](#)

[Hide](#) 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 corres

Assigned to Agenda 02/25/2020 01:49 PM 02/25/2020 nicole.morse

[Show](#) Notifications (6)

Submitted to IRB 02/25/2020 09:47 AM 02/25/2020 Submitted to IRB laura.stewart

[Show](#) Questionnaires (3)

Protocol Created	02/25/2020 09:29 AM	02/25/2020	Protocol created	laura.stewart
------------------	---------------------	------------	------------------	---------------

[Load](#) 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
show	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
show	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
show	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
show	SAVED	Macey-Donze, Adam		12:48 PM 08/11/2020
show	COMPLETED	Macey-Donze, Adam		12:49 PM 08/11/2020
show	APPROVED	Schindele, Nancy		12:58 PM 08/11/2020

▼ Pending Action Requests				
	Action	Requested Of	Time/Date	Annotation
show	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.