# Streamlyne IRB Module Tip Sheet

How do I find my approval letter in Streamlyne?

Once you have received notification via email from Streamlyne that your IRB protocol has been Approved or an Exemption Granted, a pdf version of your approval/exemption letter will be posted in Streamlyne. You can access your letter to view, print, or save it by taking either of the following actions:

1. **Clicking "view correspondence" in your notification email.** This will immediately open your approval/exemption granted letter as a pdf document. OR

2. **Logging into Streamlyne and following these steps:**
   a. If you are not currently in your protocol, you can access it by going to the Main Menu – IRB – All My Protocols. Find your protocol at the bottom of the screen and click "view" under the Actions column.
   b. Click on the **Protocol Actions** tab on the left-hand side of the page.
   c. Click on **Summary & History** and then the "Show" button next to History.
   d. Under the Description column you will find a list of actions that have been taken. Look for "Exemption Granted", "Expedited Approval", or "Full Board Approval" (depending on the level or review and approval your project received). Click the "Show" button next to Correspondences under the applicable heading mentioned above. This will open another row of text which contains your official Notice.
   e. To the right of this Notice is a "View" button. Click [View] to open your letter as a pdf document.