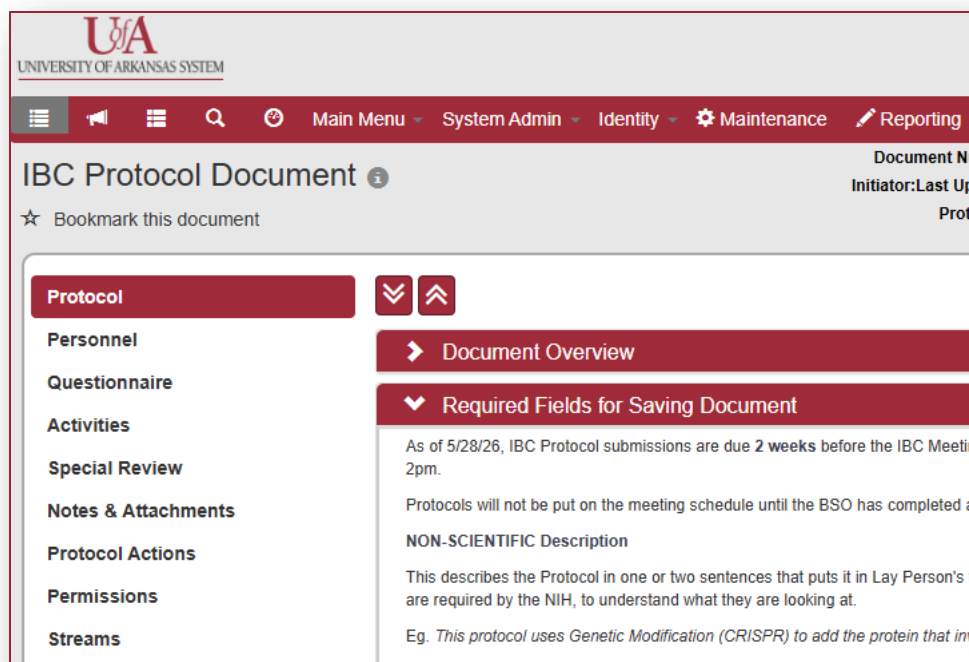


IBC: HOW TO FIND YOUR APPROVAL LETTER

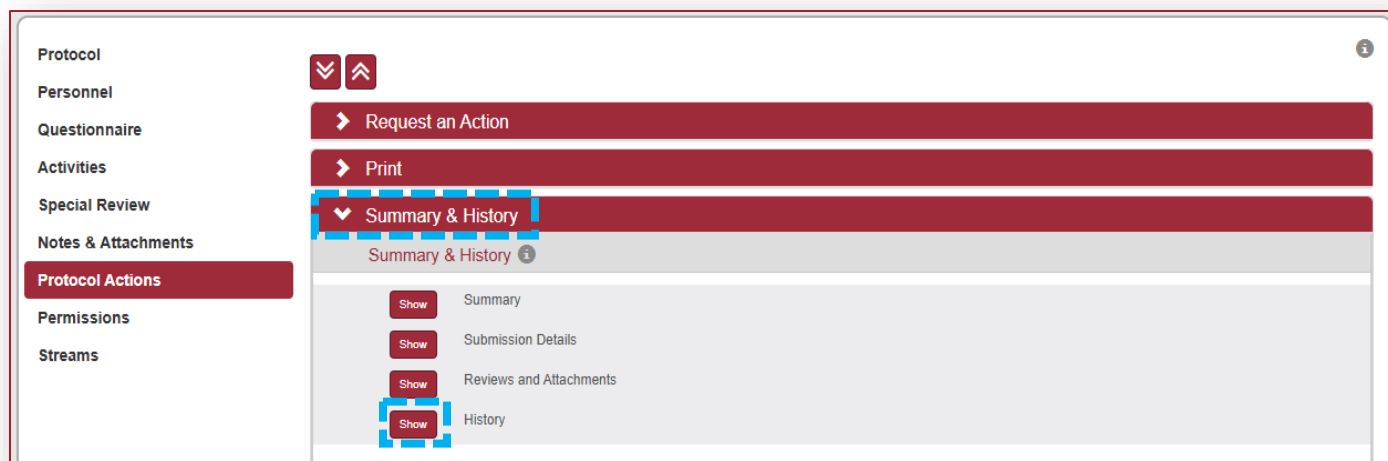
You can find your approval letter on you IBC Protocol in Streamlyne once your protocol has been reviewed and approved. If you need assistance in locating your protocol in the system, this guide can help.

[IBC: How to Search for an IBC Protocol](#)

- 1) With your protocol open, click on the **Protocol Actions** tab on the left side of your screen.



- 2) On the **Protocol Actions** tab, expand the **Summary & History** section and click on the **Show** button next to History.



- 3) Under the **Description** column look for row labeled “Approved.” The list shows the order actions were taken on the protocol, so this will generally be near the top of the list.

Summary & History

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
☐ Approved Correspondences (1)	05/27/2026 03:08 PM	05/27/2026	Protocol approved for 3 years now that risk assessment is complete	jrhogan@uark.edu	05/27/2026 03:08 PM

- 4) Right below this, there will be a gray bar labeled “Correspondences.” Click the **Show** button next to this. Then, click on the **View** button under the **Actions** column to download a copy of your approval letter.

History

View Action Date Range: Beginning On Ending On

Filter

Clear

Description	Date	Action Date	Comments	Updated By	Update Time
☐ Approved Hide Correspondences (1)	06/05/2026 09:07 AM	06/05/2026		admin	06/05/2026 09:07 AM

Description	Date Created	Final	Actions
Approval Letter	06/05/2026 09:07 AM	Yes (06/05/2026 09:07 AM)	View Regenerate Update