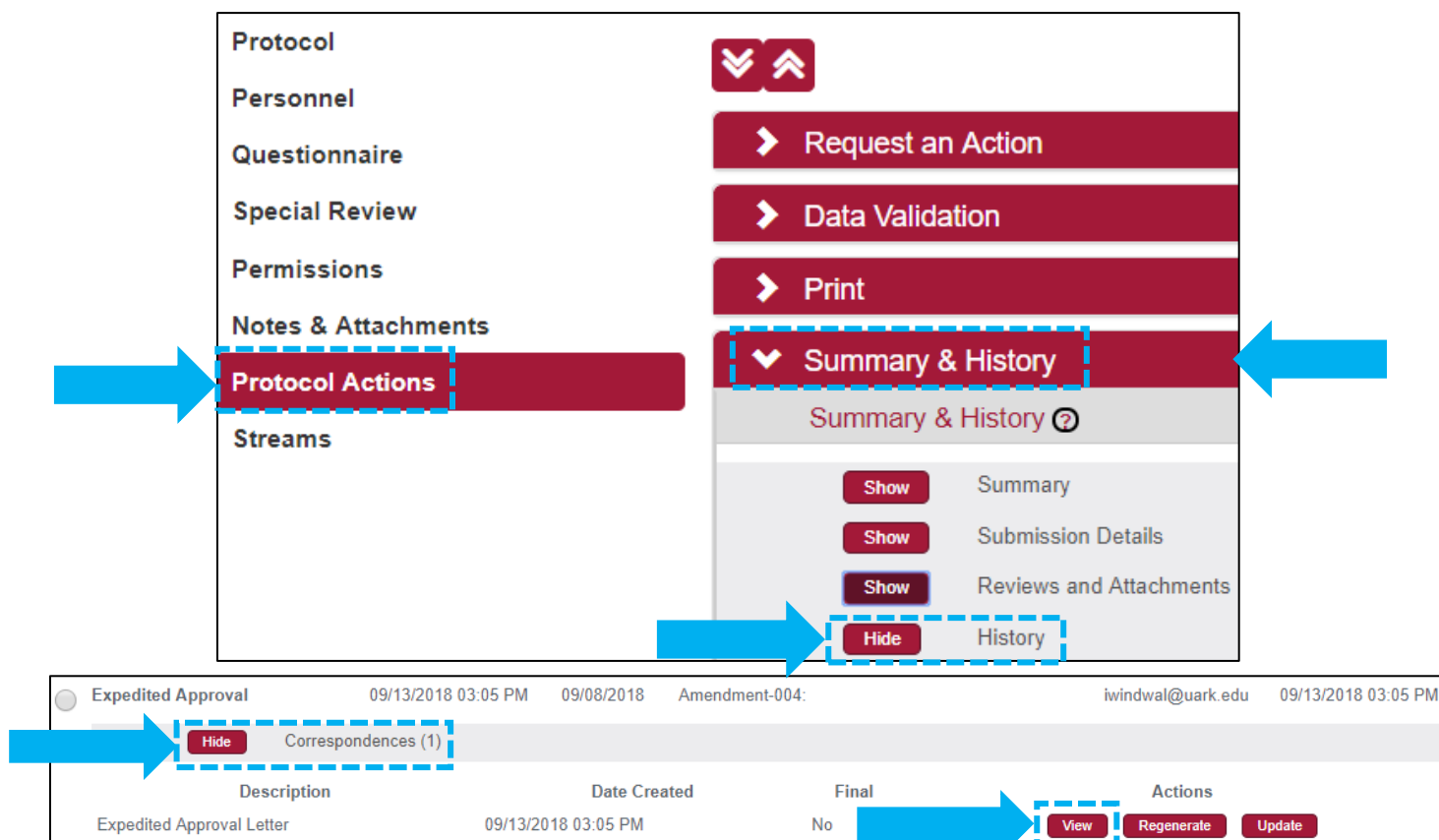# IRB: HOW TO LOCATE YOUR IRB APPROVAL LETTER

Once your IRB protocol has been approved, you can view or save the approval letter by opening the protocol in Streamlyne.

How to Search for an IRB Protocol and Locate the Approval Letter

1) Login to Streamlyne.

   UADA: streamlyne.uada.edu   **UAF: streamlyneinfo.uark.edu**   **UALR: ualr.edu/streamlyne**

2) Search under: **Main Menu** > **IRB** > and click **All My Protocols**
   a. You can also search using the IRB Protocol lookup feature by clicking the word **IRB Protocol**.
   b. In the Protocol Lookup search screen enter your last name in the **Investigator** field using asterisks. Example: *beitle*
   c. Click the red **Search** button.

3) Scroll down past the Search button to locate the protocol you need, click the **view or edit** link on the far left to open the protocol.

4) Click the **Protocol Actions** tab on the left side of the screen.

5) Click the **Summary & History** ribbon > click the **Show** button next to **History**

6) Scroll down and find the last approval, then click the **Show** button next to the word **Correspondences** on the grey bar.

7) Below Correspondences, click the **View** button on the right to view the approval letter. You can also save it as a pdf if needed.

NOTE: When the protocol was initially approved, the email notification you received had a link named "view correspondence", when you click that link it also opens the approval letter. Streamlyne refers to approval letters as correspondences.