



## Streamlyne IRB Tip Sheet

### Notify the IRB – Legacy IRBNet

- For **IRBNet studies only** the notify IRB action will be used to submit the following actions:
  - Request to Close
  - Request to Close Enrollment
  - Request for Data Analysis Only
  - Request for Suspension
  - Request for Termination

1. Protocol Actions>**Notify IRB**

2. Select the action being requested in the **Submission Type Qualifier** drop down.  
(*Request to Close, Request to Close Enrollment, etc.*)

The screenshot shows the 'Request an Action' interface in the Streamlyne IRB system. A notification at the top states 'Document was successfully reloaded.' The main form area is titled 'Request an Action' and contains a section for 'Available Actions' with a 'Notify IRB' button. Below this, the 'Details' section includes a 'Submission Type Qualifier' dropdown menu that is currently open, showing a list of actions such as 'Training Completion Report', 'Protocol Deviation Report', 'Unanticipated Problem Report', 'Amendment to Exemption', 'Report of Unanticipated Adverse Device Effects (UADE)', 'Report of Significant Protocol Deviation', 'Report of Unanticipated Delay', 'Participant Complaint', 'Report of Complaint', 'Request to Close', 'Request for Suspension', 'Request to Close Enrollment', 'Request for Data Analysis Only', 'Request for Termination', and 'Other'. To the right of the dropdown, there is a 'Submission Review Type' dropdown set to 'Request / FYI' and a 'Comment' text box. At the bottom right, there is a 'Description' text box and an 'Add' button. A 'Submit' button is located at the bottom right of the form area.

3. For **Submission Review Type** select request/FYI.

4. Use the **Comment** box to provide comments about the requested action.

5. In the Attachments section include any necessary attachments (e.g. Closure Application, etc.). When uploading attachments make sure to select **Add** to ensure they have been attached.

6. Press **Submit** to send the submission to the IRB. Press the **Close** button at the bottom of the screen to close out of the protocol. Protocols not closed properly will be locked by the last user.