



## Streamlyne IRB Tip Sheet

## How do I respond to a Return to PI request?

1. Follow these steps when the title of the FYI Notification reads "Protocol Returned to PI Action," as shown in the image here:



- 2. When a protocol is returned to the PI through the Return to PI Action, Streamlyne Research will send two items to your Action List: An FYI Notification and a COM Notification, indicating the protocol requires changes.
- 3. You can access the protocol by clicking on the hyperlink within the message body of the FYI Notification; however the quickest way to access the protocol is by clicking the hyperlinked document number in the ID column of the COM item.
- 4. Once in the IRB Document, click on the Protocol Actions tab: Click on Summary & History then click Show next to History

	Protocol	Document was successfully saved	
	Personnel	Bocoment was successfully saved. Indicates required field	
	Questionnaire	Request an Action	
	Custom Data	> Print	
	Special Review	V Summary & History	ĺ
	Notes & Attachments	Summary & History 🧿	
	Protocol Actions	Show Summary	
	Permissions	Show Submission Details	
	Streams	Show Reviews and Attachments	
		Show History	

5. This will open the history information. Read the description to find Returned to PI. Under returned to PI find the actions attachments. Select show next to actions attachments.



6. To view the Return to PI to file click view in the action column.

Special Review	Summary & History
Notes & Attachments	Summary & History 🔿
Protocol Actions	Show Summary
Permissions	Show Submission Details
Streams	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
	Returned To PI     05/11/2022 09:09 AM     05/11/2022 09:09 AM     05/11/2022 09:09 AM       AM     AM     AM     AM     AM
	Show Notifications (1)
	Hide Actions Attachments (1)
	File Name Description Actions   Return to Pl.docx Image: Construction of the second of t

- 7. Complete the requested changes form the Return to PI word document.
- 8. Once all revisions have been made, click on Protocol Actions > Request an Action and select Submit to IRB.
- 9. Select the following for the drop-down menus. Submission Type: Resubmission and Committee name: select the applicable review type and category.
- 10. To confirm the protocol has been returned to the IRB the submission status at the top of the protocol will show "Submitted to IRB".