

## Streamlyne IRB Tip Sheet

### *Submitting Post Approval Monitoring to the IRB*

1. When you are ready to upload the completed post approval monitoring (PAM) tool, log into your Streamlyne account to view your action list. Click on the ID link next to the study the PAM was requested for.

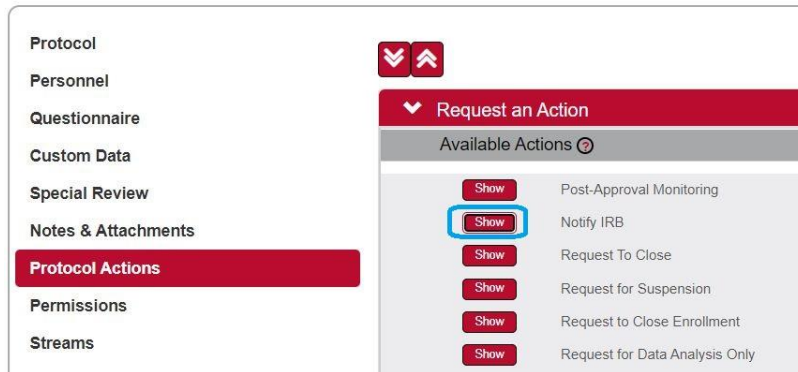
▼ Action List

Action	Id	Type	Title	Route Status	Delegator	Date Created	Group Request	Log
APP	9302	IRB Protocol	2205003089; Mary Wilmerding	ENROUTE		02:29 PM 05/18/2022		
APP	9229	IRB Protocol	2205003056; Mary Wilmerding	ENROUTE		01:04 PM 05/18/2022		

2. Click Protocol Actions on the left side of the screen and then click request an action.
3. Click show next to **Notify IRB**.

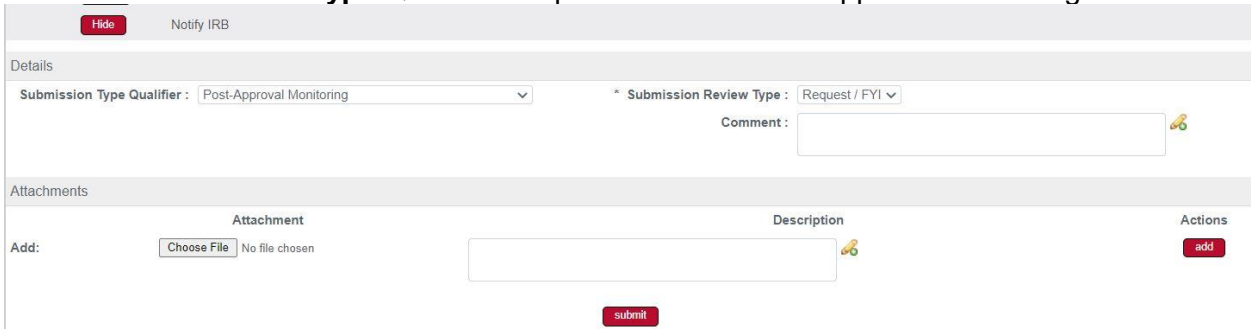
IRB Protocol Document

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The screenshot shows the left-hand navigation menu with 'Protocol Actions' highlighted in red. A 'Request an Action' dialog box is open, displaying a list of available actions. The 'Notify IRB' option is highlighted with a blue circle, and its corresponding 'Show' button is also highlighted.

4. In the **Submission Type Qualifier** drop down select “Post-Approval Monitoring”



The screenshot shows the submission form with the following details:

- Hide Notify IRB
- Details: Submission Type Qualifier: Post-Approval Monitoring (selected), Submission Review Type: Request / FYI
- Comment:
- Attachments section with columns for Attachment, Description, and Actions.
- Attachment: Choose File, No file chosen
- Description:
- Actions: add
- submit button

5. In the Attachments section attach the Post approval monitoring tool requested by the

IRB (e.g. Self-assessment tool, Consent document review tool). In the description field, type the name of the attachment. When uploading attachments make sure to select **Add** to ensure they have been attached.

The screenshot shows the top part of an IRB submission form. At the top, there is a grey bar with a red 'Hide' button and the text 'Notify IRB'. Below this is a 'Details' section with two dropdown menus: 'Submission Type Qualifier' set to 'Post-Approval Monitoring' and '\* Submission Review Type' set to 'Request / FYI'. A 'Comment' field is also present. The 'Attachments' section is below, featuring a table with columns for 'Attachment', 'Description', and 'Actions'. The 'Add:' row shows a 'Choose File' button (circled in blue), a description field, and an 'add' button (circled in blue). A red 'submit' button is centered below the table.

6. Once the attachment has been added, you will see this:

The screenshot shows the 'Attachments' section of the form after one attachment has been added. The table now has two rows. The first row is the 'Add:' row with the 'Choose File' button, an empty description field, and an 'add' button. The second row, numbered '1', shows the attachment 'self-assessment-tool.docx' with a description of 'self assessment' and 'View' and 'Delete' buttons. A red 'submit' button is centered below the table.

7. Once you have verified your attachment has been added, click submit.