

Studies Migrated from IRBNet

Legacy IRBNet FAQs

This tip sheet covers common questions about accessing and maintaining legacy protocols within the Streamlyne system.

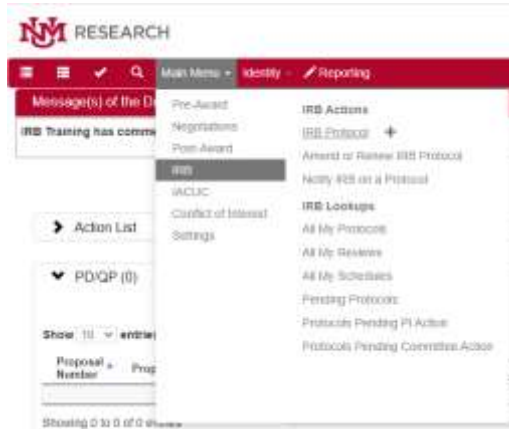
1. Why does my legacy protocol show as “Administratively Approved” instead of active?
 - Legacy protocols had to be migrated into the system with an administratively approved status. This status will remain administratively approved for the duration of the active study. It will only change when a request for closure of enrollment, suspension, closure, data analysis only or termination has been processed. If the status of your legacy study appears as administratively approved that indicates the study is active.



2. Who has access to my protocol in Streamlyne?
 - The Principal Investigator (PI) of record will have access to their active legacy protocols in Streamlyne. If the protocol is a student research project the student investigator will also have access to the study. All other approved study personnel were not migrated into the new Streamlyne system.
3. What personnel need to be added in Streamlyne?
 - Any study personnel that needs viewing (viewer) or editing (aggregator) access will need to be added to the legacy study in an amendment submitted by the PI of record. Please reference the [Submitting an Amendment](#) tip sheet or view the [amendment video](#) for assistance on creating and submitting an amendment within Streamlyne.
4. How do I add additional personnel to my legacy protocol in Streamlyne?
 - If there are additional study personnel that will need access to view or edit/submit in Streamlyne, they need to be added to the protocol personnel tab by submitting an amendment. The amendment to add the additional study team members must be submitted by the PI who already has access in Streamlyne. If any of the additional personnel being added need to be able to edit or submit changes to the protocol in Streamlyne they will need to be given the aggregator role in the Permissions tab. Further information on adding protocol personnel and managing their access can be found in the [Adding and Removing Study Personnel](#) tip sheet.

5. How do I find my find legacy protocol in Streamlyne?

- Use the **protocol lookup** to find a legacy protocol. This can be found at Main Menu>IRB>IRB Protocol



- From the protocol lookup enter the legacy ID IRBNet ID number in the Reference ID1 and press the search button.

Protocol Lookup

Protocol ID: Protocol Type:

Protocol Status:

Title:

Reference ID1:

Supernum/RequestID:

Initial Submission Date From: To:

Initial Submission Date To:

Expiration Date From: To:

Expiration Date To:

Approval Date From: To:

Approval Date To:

Last Approval Date From: To:

Last Approval Date To:

Action Date From: To:

Action Date To:

Investigator:

Key Period:

Area of Research:

Funding Source:

Performing Organization:

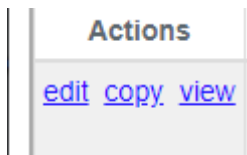
Unit Number:

Unit Name:

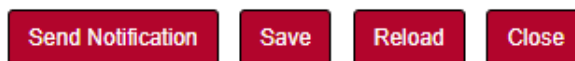
Action: Yes No Both

Start With Compare Exact

- Once the legacy study is found you can select view to look at the information in the protocol. To access the study for edits such as amendment or renewal click on edit.



- To ensure the record has been properly closed and is not locked after accessing always use the close button at the bottom of the screen to leave the protocol whether viewing or editing.



6. My study status is "Submitted to the IRB". Where is my submission?

- If you are the PI of record and you have submitted any action it has been routed directly to the Office of the IRB.
- If you are anyone other than the Principal Investigator of record and have submitted any action in

Streamlyne (new protocol, amendment, renewal, response for a return to PI, etc.) the submission has been routed to the PI for their approval prior to reaching the Office of the IRB.

7. How do I check the Routing Log of a study (verify my protocol has reached the IRB)?

- In the protocol navigate to the Protocol Actions tab
- Click on the header to expand the Route Log tab.
- In the protocol navigate to the Protocol Actions tab



- If the submitted action is in the approval routing log of the Principal Investigator the Principal Investigators name will appear in the requested of column.

Pending Action Requests				
	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST COMPLETE	Faustino, Grace	02:13 PM 01/06/2022	

- If the submitted action is with the IRB KC-UNT IRB Administrator will appear in the Annotation column.

Pending Action Requests				
	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	(Multiple - expand to see details)	02:34 PM 06/09/2022	KC-UNT IRB Administrator Y 000001

8. How does the PI approve the study?

- The PI will log into Streamlyne to approve the submission. Information about PI approval can be found in the [PI Approval](#) tip sheet.

9. How do I close a legacy study?

- For legacy 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

Instructions on how to notify the IRB can be found in the [Notify the IRB – Legacy IRBNet](#) tip sheet.