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.)

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.

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