



Streamlyne IRB Tip Sheet

Submitting a New Protocol

This tip sheet will provide a brief overview on how to initiate and submit a new IRB Protocol in Streamlyne Research. Please reference the Streamlyne IRB Researcher Manual for detailed instructions.

Log into Streamlyne Research at: <https://research.unm.streamlyne.org/> using your UNM NetID and password (or Streamlyne user name and password if external).

To quickly initiate and save a Protocol, click on Main Menu > IRB > IRB Protocol > +

The following four fields must be completed in order to save the Protocol. Once complete, click the Save button.

Field Name	Description	Instructions
Protocol Type	Differentiates the type of protocol. Defaults to Minimal Risk	Select from dropdown (Minimal Risk, More than Minimal Risk, IRB Review Not Required Determination, Request for External IRB Review).
Principal Investigator (Internal User Name Search)	Person ID of the investigator leading the human research activities recorded in the IRB protocol	Click the magnifying glass to use the person look up. Names may be searched by first or last . Asterisks before and after search criteria entered will broaden search if name cannot be found (ex. *name*).Select return value of the appropriate individual.
Title	Full project title	Enter freeform text.
Lead Unit	Unit ID of the department leading the project.	If the PI is an employee, the Lead Unit field <u>automatically</u> populates with their assigned Unit ID. If this is not the correct value, or if the PI is not an employee, click the magnifying glass to look up and select return value of the appropriate Unit ID.

A protocol number is automatically assigned after clicking save. The protocol number will display in both the Document Header and the Status & Dates section. It is ten digits; the first two digits represent the year of creation , the next two digits represent the month of creation , and the remaining six digits are assigned sequentially, as follows: **YYMM123456**.

Other Required Sections

Personnel – See Tip Sheet for Adding and Removing Study Personnel

Questionnaire - The Questionnaire functionality allows Principal Investigators to provide required information at the time of submission. The New IRB Questionnaire has questions that are specific to submitting a New Protocol. Read each item carefully and provide a response. Enter detailed descriptions or explanations where prompted. You may also be directed to upload attachments. This questionnaire must be completed in its entirety in order to submit to the IRB.

Attachments - The Notes & Attachments section provides a place to track supporting content collected during the life of the protocol document. Please see the IRB Submission Checklist for a list of documents that must be uploaded for a New Protocol Submission.

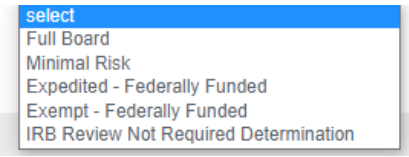
To submit the New Protocol to the IRB, click on the Protocol Actions tab.



Click on the header to expand the Request an Action tab.



Click the Show button next to the Submit for Review option under the Available Actions subsection. Select **Submission Type: Initial Protocol Submission** and select the appropriate **Submission Review Type** from the dropdown menu.



If you select a **Submission Review Type** of Minimal Risk, Expedited – Federally Funded, or Exempt – Federally Funded, you will be presented with predefined checklists, also known as categories. All research procedures in the protocol must fall under one or more categories. Otherwise, select Full Board and the OIRB will make the determination.

Finally, click the Submit button to submit the IRB protocol into workflow.



To check where the protocol is in the workflow refer to the top right of the protocol. The document status will show submitted to the IRB when it has entered the OIRB workflow.