



# Streamlyne IRB Tip Sheet

## PI Approval


This tip sheet will provide a brief overview on how to approve an action that has been routed to the Principal Investigator (PI). Any action that has been submitted by anyone other than the PI will be routed to the PI for their approval prior to reaching the IRB. The Submission Status will indicate Submitted to the IRB even if the study has been routed to the PI for their approval. 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).

### 1. How does the PI approve an item in their Route Log?

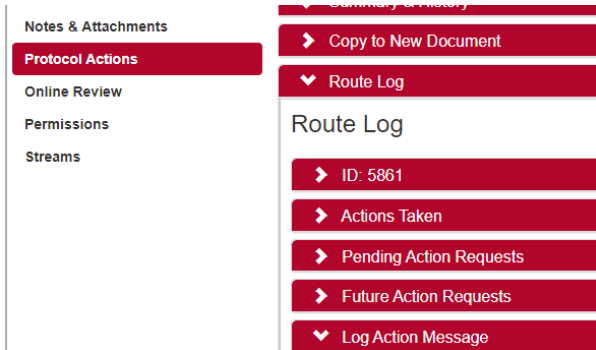
- o PI will log in to their Streamlyne account to view their actions list. There will be an APP icon visible in the action column.

| 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 |               |     |

- o Click on the ID number in the ID column to open the protocol for viewing. The ID number will appear in blue. All protocol panels and tabs can be reviewed by the PI.
- o Once the PI is ready to give approval click on the protocol actions tab in the left menu. 
- o The bottom of the protocol actions screen will show the available options for the PI. To approve click the Approve button. After approve is clicked the protocol will be routed to the IRB. To avoid locking the protocol when the screen returns to the protocol you must click the close button at the bottom of the screen to exit out of the protocol. For information about the other PI options please refer to the IRB Researcher Manual.

2. How do I check the Route Log of a protocol (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.
- Click on the header to expand the Pending Actions Request 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 |  |
| <a href="#">show</a><br>IN ACTION LIST<br>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                        |  |
| <a href="#">show</a><br>IN ACTION LIST<br>APPROVE | (Multiple - expand to see details) | 02:34 PM 06/09/2022 | KC-UNT IRB Administrator Y 000001 |  |