

## Streamlyne IRB Tip Sheet

### *Submitting a Request for External IRB Review*

This tip sheet provides an overview of how to initiate and submit a request for a deferral to an external IRB in Streamlyne Research.

Log into Streamlyne Research at: <https://research.unm.streamlyne.org/> using your UNM NetID and password.

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
<b>Protocol Type</b>	Differentiates the type of protocol. Defaults to Minimal Risk	Select from dropdown <b>Request for External IRB Review</b> .
<b>Principal Investigator (Internal User Name Search)</b>	Person ID of the investigator leading the human research activities recorded in the IRB protocol	Use the magnifying glass to look up and select return value of the appropriate individual.  Note: Validation rules require that one of these fields must be populated, but not both.
<b>Title</b>	Full project title	Enter freeform text.
<b>Lead Unit</b>	Unit ID of the department leading the project.	If the PI is an employee, the <b>Lead Unit</b> field <u>automatically</u> populates with their assigned Unit ID.  If this is not the correct value, or if the PI 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. 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 the creation date, the next two digits represent the month of the creation date, and the remaining six digits are assigned sequentially, as follows: **YYMM123456**.

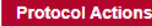
### ***Other Required Sections***

**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 request for an IRB deferral. **Answer the first question NO, then respond Yes to**

**the next question.** You will be directed to upload a Request for External IRB Review form under the Notes & Attachments tab. When complete, click Save to save the completed questionnaire.

**Notes & Attachments** – In this section, upload a completed Request for External IRB Review form and the Protocol.

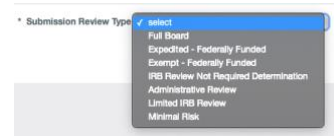
To submit the to the IRB, click on the Protocol Actions tab.

A red rectangular button with the text "Protocol Actions" in white.

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

A red rectangular button with a white right-pointing arrow and the text "Request an Action" in white.

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



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

A red rectangular button with the text "Submit" in white.