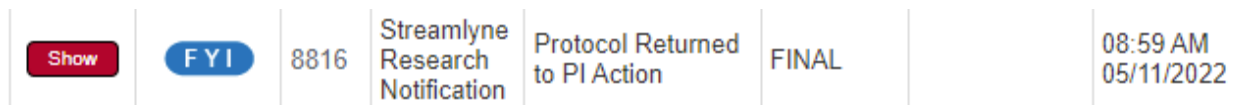


Streamlyne IRB Tip Sheet

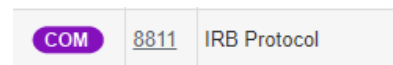
How do I respond to a Return to PI request?

1. Follow these steps when the title of the FYI Notification reads “Protocol Returned to PI Action,” as shown in the image here:

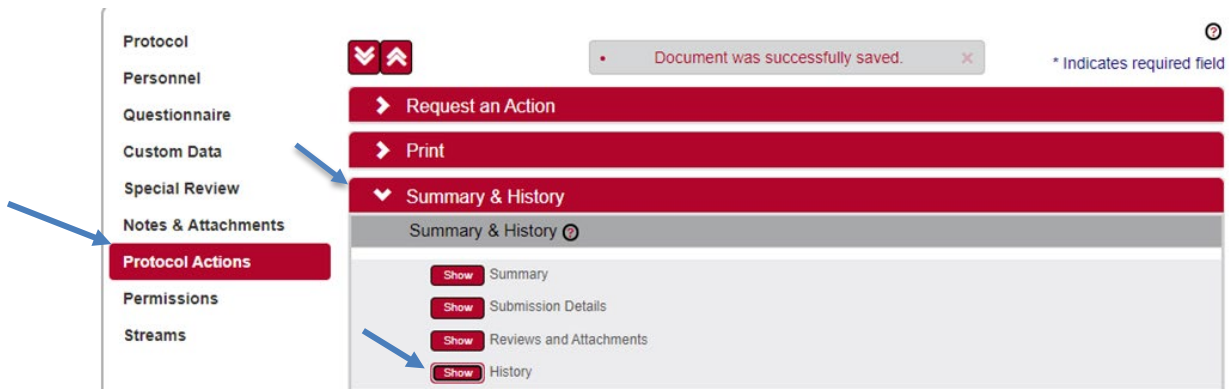


2. When a protocol is returned to the PI through the Return to PI Action, Streamlyne Research will send two items to your Action List: An FYI Notification and a COM Notification, indicating the protocol requires changes.

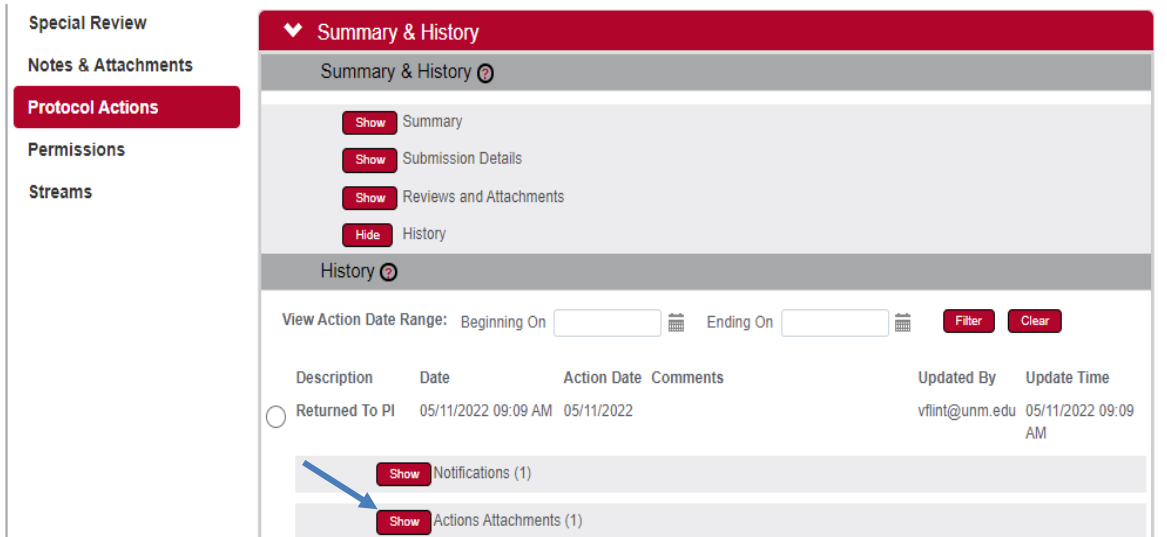
3. You can access the protocol by clicking on the hyperlink within the message body of the FYI Notification; however the quickest way to access the protocol is by clicking the hyperlinked document number in the ID column of the COM item.



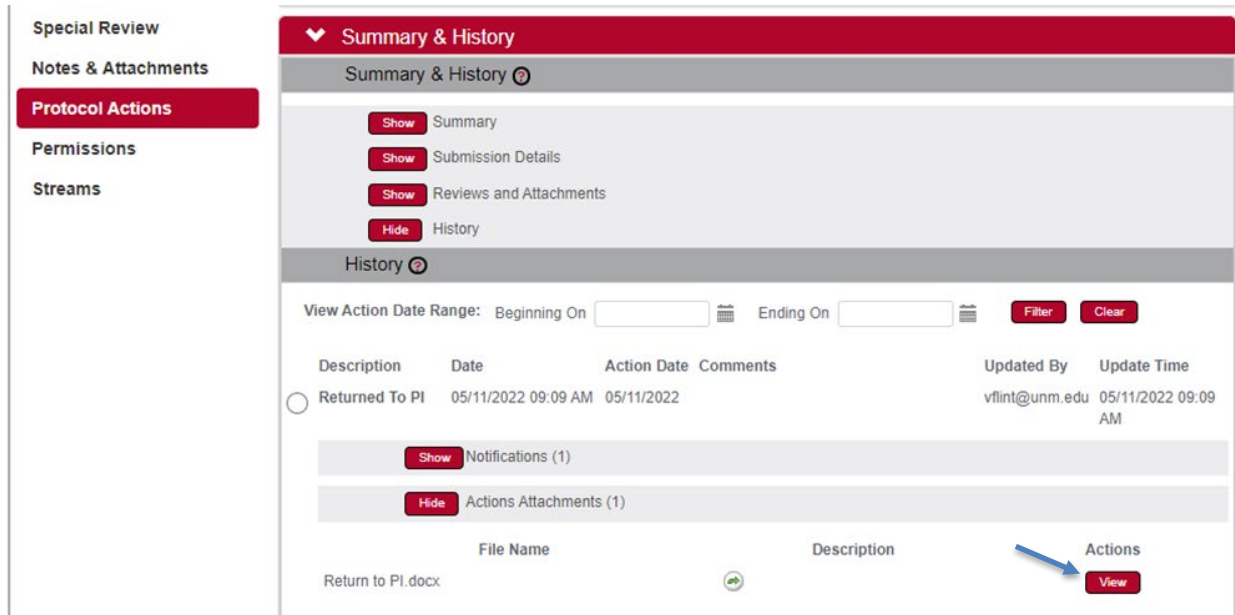
4. Once in the IRB Document, click on the Protocol Actions tab: Click on Summary & History then click Show next to History



5. This will open the history information. Read the description to find Returned to PI. Under returned to PI find the actions attachments. Select show next to actions attachments.



6. To view the Return to PI to file click view in the action column.



7. Complete the requested changes form the Return to PI word document.
8. Once all revisions have been made, click on Protocol Actions > Request an Action and select Submit to IRB.
9. Select the following for the drop-down menus. Submission Type: Resubmission and Committee name: select the applicable review type and category.
10. To confirm the protocol has been returned to the IRB the submission status at the top of the protocol will show "Submitted to IRB".