



# Streamlyne IRB Tip Sheet

## Routing Protocol to PI

This tip sheet will provide a brief overview on how to submit a new IRB Protocol to a PI for approval prior to routing to the IRB 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).

The protocol submission can be created by the student investigator and routed to UNM PI of record for approval.

In the required field for saving the principle investigator of record must be listed as the PI.

Document was successfully saved. \* Indicates required field

**Required Fields for Saving Document**

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\* Protocol Type : 1-Minimal Risk      \* Principal Investigator : Mary Wilmerding

\* Title : Route to PI      \* Lead Unit : 353A

Add the student investigator to the personnel tab selecting student as their protocol role.

Document was successfully saved. \* Indicates required field

**Protocol Personnel**

Protocol Personnel

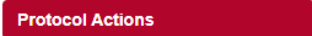
Internal User Name  
 External Address Book

ID

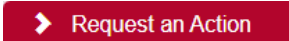
* Person	Unit	* Protocol Role
Add:		select

Mary Wilmerding    Principal Investigator  
 Valerie Crooker-Flin    Student Investigator

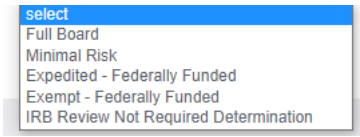
Once the protocol is completed. Submit the New Protocol to the IRB, click on the Protocol Actions tab. This will route the protocol to the PI for their approval.



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 route the protocol to the PI.



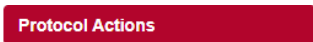
PI will log into their Streamlyne account to view their action. There will be an APP icon visible in the action column.

▼ Action List

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		

Click on the ID number in the ID column to open the protocol for viewing. All tabs can be reviewed by the PI.

Once the PI is ready to give approval they will click on the protocol actions tab.



The bottom of the screen will show the available options. To approve click the approve button, the protocol will then be routed to the IRB. For information about other PI options refer to the IRB Researcher Manual.