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/](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.

![Protocol Submission Screenshot]

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

![Personnel Tab Screenshot]
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.

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.