

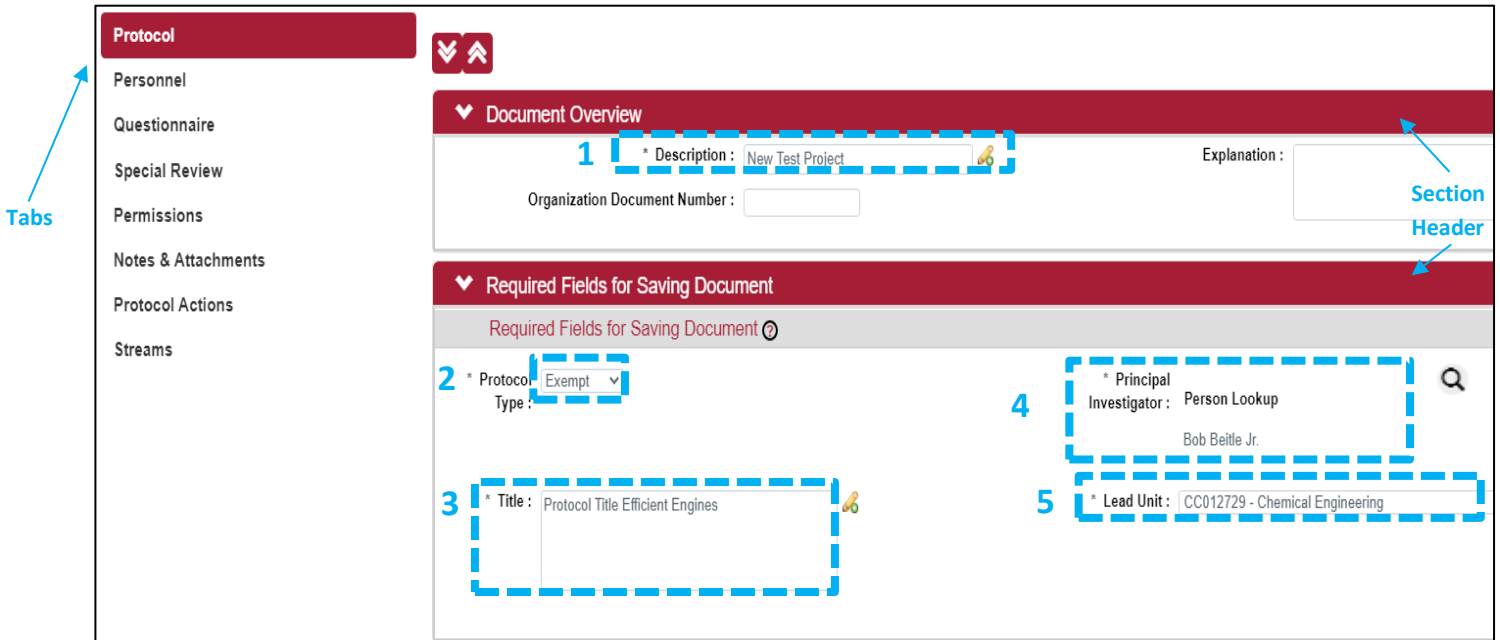
## IRB: UPDATING THE PROTOCOL TAB

Once you have initiated a new protocol, as described in IRB: Initiating a New Protocol, follow the steps below to enter the required information in the Protocol Tab.

**Before you can save an IRB Protocol in Streamlyne, you will need to complete the following five fields.**

### Document Overview & Required Fields for Saving

- 1) Enter a short **Description** of the IRB Protocol’s purpose or a short title. Example: GA Thesis – Last Name
- 2) Select the **Protocol Type** from the drop-down menu. This will designate the level of IRB review required. If unsure, leave it on the default type and the IRB Coordinator will correct it and notify you.  
NOTE: For details regarding the different levels of required IRB review, please go to your campus research compliance Human Subjects webpage.  
UAF & UADA link: [Research Compliance-Human Subjects webpage](#)  
UAF & UADA Contact: IRB Coordinator [irb@uark.edu](mailto:irb@uark.edu)
- 3) Enter the full **Title** of the protocol.
- 4) Search for the employee serving as the protocol’s **Principal Investigator (PI)** by clicking the magnifying glass next to Person Lookup.  
  - a. To locate the PI in this search, enter their **UADA, UALR or UARK email address** (include @uada.edu, @ualr.edu, or @uark.edu) and leave all other search fields blank. Click **Search**.
  - b. Below the Search button, locate the PI and click **Return Value** on the far left.
- 5) The **Lead Unit** should automatically populate with the unit assigned to the Principal Investigator. If it does not populate contact the Streamlyne Administrator.
- 6) After completing these required fields, scroll to the bottom of the page and click the **Save** button.




The next sections to review are: **Additional Information, Funding Sources and Participant Types.**

**Additional Information > Other Identifiers**

The only time you will need to update the **Additional Information > Other Identifiers** section is when an external IRB (not the University of Arkansas IRB) has already reviewed and approved the protocol.



In that situation:


- 1) Select **External IRB** as the **Type**.
- 2) Enter the name of the external IRB in the **Other Identifier** field.
- 3) Enter the **Application Date** and **Approval Date**.
- 4) The **Comment** field is optional.
- 5) Click the **Add** button  to add this information to the protocol.


**Funding Sources**

This section will be used to confirm congruency between the IRB Protocol and the Proposal. In addition, this section links your IRB Protocol to your Streamlyne Proposal/IP and Award documents to reflect the status of your IRB review. NOTE: To ensure full functionality, list the IRB Special Review on your Proposal Development.


Select the **Funding Type** from the drop-down menu. Choose either **Externally** or **Internally Funded**:



- 1) Select **Externally Funded**, if your project is NOT being funded by your institution.
  - a) Under **Funding Number**, click the magnifying glass  to search and select the Institutional Proposal (IP) Number that corresponds with this protocol.
  - b) Use the following fields to narrow the **Institutional Proposal (IP) Number** search:
    - 1) **Status** = Pending or Funded or Awarded
    - 2) **Principal Investigator Name** = Enter last name and click the Contains radio button
    - 3) Click the **Search** button , then click **Return Value** next to the IP you want to tie to the Protocol.

Return Value	Institutional Proposal Number	Proposal Type	Activity Type	Status	Lead Unit ID	Lead Unit Name	Account ID	Project Title	Sponsor ID	Sponsor Name
	00000344	New	Research	Pending	CHEG	Chemical Engineering		Sugars to Butanol: Economic Feasibility Analysis of Plant Design	100022	Mendeau Jonath, Inc.


- 4) Click the **Add** button , once you have returned to the Funding Source section.


▼ Funding Sources

Funding Sources 

	* Funding Type	* Funding Number	*	Source	Title	Actions
Add:	<input type="text" value="Externally Funded"/>	<input type="text" value="00000344"/> 		Mendeau Jonath, Inc.	Sugars to Butanol: Economic Feasibility Analysis of Plant Design	

Continue to the next page for information on **Internally Funded/Unfunded Research** and **Participant Types**.


- 2) Select **Internally Funded/Unfunded Research**, if:
  - 1) an internal department or college is funding your project,
  - 2) it is unfunded research, or
  - 3) the proposal was not entered into Streamlyne because it would have been prior to the Streamlyne expansion to UADA & UALR in July 2021
- a) Under **Funding Number**, enter the Cost Center or Worktag being used to fund your project. You can also enter N/A if a funding number is not applicable.
- b) Under **Source**, enter the Department Name that is funding your project.
- c) Click the **Add** button  .

* Funding Type	* Funding Number	* Source	Title	Actions
Add: <input type="text" value="Internally Funded/Unfunded Re ▼"/>	<input type="text"/>	<input type="text" value="Chemical Engineering"/>		

- 3) If you have multiple funding sources, follow the steps above to add all funding sources for this project.
- 4) After adding all Funding Types, scroll to the bottom of the page and click the **Save** button.



### Participant Types

To submit your Protocol, you must enter the Participant Type information.

- 1) Under **Type**, click the drop-down menu to select the type of participants involved in this protocol.
- 2) In the **Count** box, enter the number of participants you are recruiting for this protocol.
- 3) Click the **Add** button  .
- 4) If you have multiple participant types, follow the steps above to add each type and a count for each.
- 5) After adding all Participant Types, scroll to the bottom of the page and click the **Save** button.

▼ **Participant Types**

Participant Types ?

	* Type	Count	Actions
Add:	<input style="width: 100%;" type="text" value="select"/>	<input type="text"/>	
1	Adults	<input type="text" value="50"/>	

Total Participants: 50

