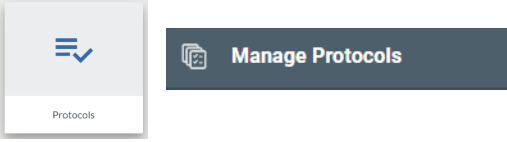


## How to Save a Full Protocol PDF

### 1) Navigate to your approved protocol.

How do I do that?

Follow the link in a Kualo notification email OR	
<ul style="list-style-type: none"><li>• Log into <a href="#">Kualo Protocols</a> using your CSU eID and password</li><li>• Click the Protocols tile</li><li>• Choose Manage Protocols menu option</li></ul>	

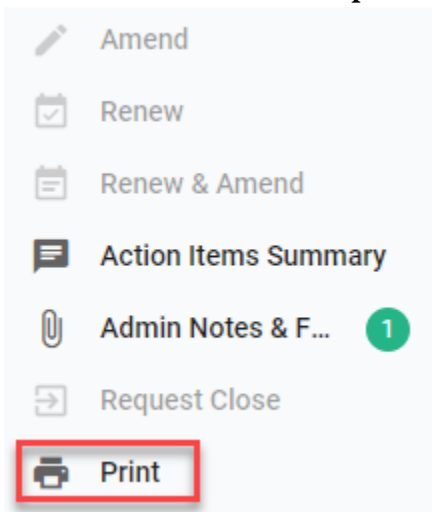
### 2) Click on the appropriate protocol title in the list.

There may be multiple entries for the same project if other protocol actions have been initiated since the last approval. Look at the Status column to identify which version you want to print.

- Note: If you are printing the protocol to confirm a compensation plan for the Office of Sponsored Programs, be sure to click on the Approved version.

Status
● Approved
● Revisions In Progress

### 3) Click on the Print option in the right-hand menu:



- Amend
- Renew
- Renew & Amend
- Action Items Summary
- Admin Notes & F... 1
- Request Close
- Print**



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970-491-1553

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v20211105

4) The protocol document will populate in your browser window. To save a copy of the approval use the keyboard to press “CTL” and “P” to bring up the Print prompt window.

PROTOCOLS kuali | ●

Print 28 pages

Destination Save as PDF ▼

Pages All ▼

Layout Portrait ▼

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**Protocol Information**

Review Type	Status
<b>Expedited</b>	<b>Approved</b>

Expiration Date	Initial Approval Date	Initial Review Type
<b>Apr 24, 2022</b>	<b>Mar 04, 2021</b>	<b>Expedited</b>

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**Feedback**

Approval Comment

*Approval has been reviewed and granted approval for expedited review (04/14/2021) of protocol #0001-21-0001. The*

5) In the Print window, choose Save as PDF.

