Finding the Approval Letter in Kuali IRB Protocol

1) Navigate to your approved protocol.

How do I do that?



2) Click on the Activity Log tab along the top of the protocol screen.

PROTOCOLS		kuali
← Back Manage Protocols → IRB: #1846 Demo ZC		
PROTOCOL	REPORTABLE EVENTS	ACTIVITY LOG

3) Scroll to the bottom of the log to find the most recent actions.

4) Locate the "Approve" and associated "Notification Sent (Approved)" entries.

*Note: They may not be at the very bottom, if other activity has taken place with the protocol. Review the Date & Time entry to find the appropriate entry.





CSU_IRB@colostate.edu 970-491-1553 https://www.research.colostate.edu/safety-and-compliance/irb/

- 5) Click "Correspondence Generated."
- 6) The approval 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.

DTOCOLS	Use the keyboar	d	kuali		
	to print the page	Print		2 pages	
	CTL + P 🛸	Destination	Save as PDF	•	
		Pages	All	•	
		Layout	Portrait	•	
'he protocol listed below has been	approved	More settings		~	
1:					
Submission Type and ID: Initial 1840	5	From	the Print P	rompt:	
ïtle: Demo ZC		1)	1) Save as a PDF		
Approval Date: Monday, April 26th 2	021	1)	1) Save as a 1 D1		
			OR		
		2) P	rint paper	сору	
The CSU IRB has completed its revi	ew of protocol 1846 Demo ZC. In accordance with federal and stat	e requirements, and policies estab	blished by the CSU IRB, the con	mmittee has approved th	
ments recarding	this approximate the second	tact RICRO	IRB Staff		

7) In the Print window, choose how you would like to print the file. A few options are:

- Save as PDF or Print to PDF
 - This will create a PDF file for you to save.
- Print to a local printer
 - This will send a print request to your printer to create a paper copy.
- Save as Other / See More....
 - Your Print window prompt will probably have other options depending on what programs and functionality you have set up on your local system. You may be able to Save As other file types or Print to different programs. For questions about those options, please reach out to your department IT support.



CSU_IRB@colostate.edu 970-491-1553 https://www.research.colostate.edu/safety-and-compliance/irb/

CSU Institutional Review Board