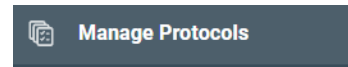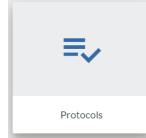# Finding the Approval Letter in Kuali IRB Protocol

1) Navigate to your approved protocol.

How do I do that?

| |
|---|
| Follow the link in a Kuali notification email OR |
| • Log into Kuali Protocols using your CSU eID and password
 • Click the Protocols tile
 • Choose Manage Protocols menu option
 • Click on the appropriate protocol title |

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

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.

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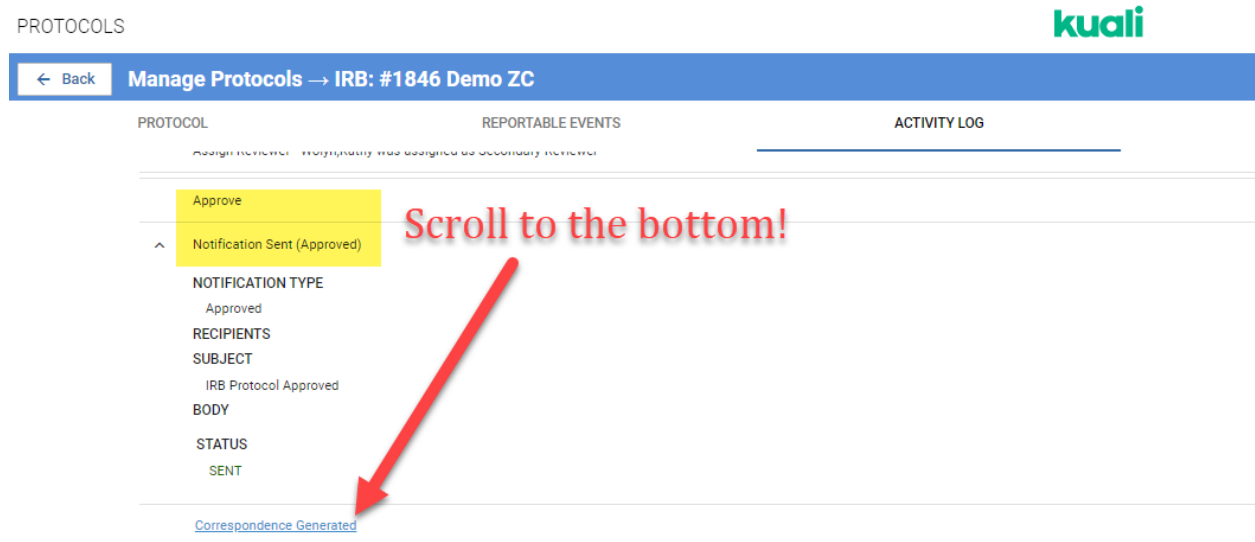
5) Click "Correspondence Generated."

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.

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.