Welcome to Streamlyne, a **NEW** system experience!

Streamlyne is an efficient online system for faster review and online approval. The primary objective of the implementation of Streamlyne at PHSU is to remove the paper processing related to Research Administration Compliance. We kindly recommend to read the guidelines carefully, answer all of the IRB questions directly related to the protocol needs, and save your responses frequently.

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**QUICK GUIDE**
Login in to Streamlyne

Before you start using Streamlyne, please make sure you are using Google Chrome

1. Go to https://research.ponce.streamlyne.org
2. Login with your username and password.

**If you do not have a username and password, fill a the StreamLyne Account Creation Form at http://j.mp/2Atz5pC
To start a protocol

1. Go to Main Menu -> IRB -> IRB Protocol and click the Plus sign
1. Type a description that best identifies the Protocol: Last name of Principal Investigator (Mentor)/Your last name/What Criteria Review You Will Be Using: Exempt, Expedited, Emergency Use or Full Board. Attached is the Review Criteria for you to discuss with your Mentor.

**HERE YOU WILL TYPE THE LAST NAME OF THE PI AND LAST NAME OF CO-I AND PROTOCOL CATEGORY. (e.g. Torres/Vega – Expedited)**

**REQUIRED FIELD FOR SAVING DOCUMENTS**

1. Select your Protocol Type (Review Criteria) and Title.
2. Search for a Principal Investigator
   Click the magnifying glass
3. Write the first name of the investigator, click the button. Once you see the investigator’s name, click on return value link.

NOTE: For a better and quick lookup write the first name and then *, example: Rocio*

There is only one principal investigator (PI).

The Lead Unit will automatically show up once you select the Principal Investigator. If you want to change another lead unit or the unit does not appear automatically, you can search for one (shown below).
4. To search for a Lead Unit: Click the magnifying glass.

In the Unit Lookup window, click the search button.

5. A list of available Units (Divisions) will appear, click the \textit{return value} link of the Unit that best associates with your protocol.

You can only have one Lead Unit per Protocol.

\textbf{NOTE:} If you do not know your division you can click \textit{return value} on Institution.
PARTICIPANT TYPES

1. Specify the participant type and total of that type and click the Add button.

You can add more than one participant type. If you do not know the exact number, use an approximate
PERSONNEL – PROTOCOL PERSONNEL

1. To add internal or external users to your protocol, click the magnifying glass.

   ![Internal User Name](image1)
   ![External Address Book ID](image2)

   **Internal User Name**
   **External Address Book ID**

   IF THE CO-I/STUDY PERSONNEL IS NOT FROM THIS INSTITUTION, SELECT EXTERNAL ADDRESS BOOK ID. IF THE PERSON DOES NOT HAVE AN ACCOUNT GO TO [StreamLyne Account Creation Form](#). IN ONE OR TWO DAYS TRY ACCESSING STREAMLYNE AGAIN.

   In the Person Lookup window, search by the first name. Once you see the person’s name, click on **return value** link.
   NOTE: For a better and quick lookup write the first name and then *, example: Rocio*

   ![Person Lookup](image3)

   **Person Lookup**

   **Person Id:**
   **First Name:**
   **Email Address:**
   **Active:**
   **Campus Code:**

   ![Return Value](image4)

   **Return Value**
   **Person Id:**
   **Full Name:**
   **User Name:**
   **Email Address:**
   **ID:**

   **Return value**

   **1096**
   **ROCCO MARRACINO DEBRO:**
   **merroco**
   **merroco@pnnl.gov**
   **information**

   **Export options:** CSV | spreadsheet | XSL.

   ONE ITEM FOUND.

   IMPORTANT! Click the **Add** button.
   You can add as many personnel as you want.
2. IN THIS PART OF THE SECTION PLEASE ADD YOUR CITI PROGRAM CERTIFICATES. After registration see Quick CITI PROGRAM Guide attached to the email sent.

QUESTIONNAIRE

Complete the following sections:
A. Protocol Summary Interview
B. PI Submission Interview
C. Data Sharing questionnaire.

IMPORTANT! When copy and pasting from another document, always paste as plain text.

(USE GOOGLE CHROME)

NOTES AND ATTACHMENTS

Protocol Attachments

1. Select Other from the dropdown list.
2. Click the button and search for your document.
3. Give a brief description to this document.
4. Important! Click the button.

Attach only one PDF file containing all the documents. The file size limit for each document, 25MB max. All documents that are needed are listed HERE.

Notes

You can add a note topic, text and click the button.

PROTOCOL ACTIONS – DATA VALIDATION

Click to validate your protocol. If any error appears, click the Fix button next to the listed error to fix it.

PROTOCOL ACTIONS – REQUEST AN ACTION – SUBMIT FOR REVIEW

1. Select in Submission Type: Initial Protocol Application for Approval
2. Select the Review Type (Review Criteria) that Corresponds
3. Click the button.
To search your Protocol

1. Go to Main Menu -> IRB -> Click on IRB Protocol

2. Click the **Search** button.
3. The list of your protocols will appear.
4. Select the appropriate action for the Protocol:

   **Always press EDIT to write, correct and approve your protocol.**