



How to find IRAP Protocol Correspondence (Including IRB Approval and Review Attachments) January 2018

If you cannot find an approval or review letter from the IRB and you are the PI of the project, you are a delegate of the PI, you are listed as a contact on the IRAP record or you have security access for the department of the PI; you can log into IRAP eReports>Correspondence from IRB Office Report to view the attachments sent via email from the IRB staff to the PI.

1. Click on IRAP eReports
2. Click on IRB eReports
3. Click on Correspondence from IRB Office Report
4. Enter in the IRB Project Number – you can enter in only the number portion of the IRB number “xxxxxxx”
5. Click on View Report
6. To view attachment click on the name of the attachment that you would like to view.

PI Name	Institution Number	Email Date	Email Subject Line	Email Attachment
	IRB-	12/14/2017 1:36 PM	IRB Communication - Approval Letter IRB-	Email Attachment
	IRB-	12/14/2017 1:36 PM	IRB Communication - Approval Letter IRB-	Email Attachment
	IRB-	12/14/2017 1:36 PM	IRB Communication - Approval Letter IRB-	Email Attachment
	IRB-	11/30/2017 3:56 PM	IRB Communication - Administrative Pre-Review IRB-	Email Attachment
	IRB-	7/11/2017 11:34 AM	ORB review of IRB-	Email Attachment