**Instructions for viewing approved protocols and associated documentation**

1. Once the protocol approval has been processed, you should receive an email notification.
2. The approved protocol can be accessed from the “**IACUC**” tab under “**IACUC Studies**” table from the home screen.
3. Using “**Study Status**” (to the right of “**IACUC Studies**”), protocols can be filtered by status. Please note, this will also list IRB protocol statuses; all IACUC related statuses will contain the prefix “IACUC -”.
4. Once located, press “**Click to open**” to view the study.
5. This will take you to a screen (“**Submissions**”) that will allow to access the approved protocol and generate a PDF of the approved protocol packet.
6. To view the protocol itself, select “**Study Application**” under “**Protocol Items**”.
7. From the next screen, press “**Edit/View**”. This generates a complete view the protocol. To produce a PDF, press “**Print Friendly**” in the upper right corner. Please note the “**Create a Revised Application**” button **will not** create an amendment revision of the protocol. Creating an amendment to an approved protocol is covered in a separate instruction document.
8. Return to the “**Submissions**” screen using the “**Back**” button and select “**Study Management**”. The “**Study Management**” screen provides links to selected components of the approved protocol. For example, information on species and numbers of animals approved, as well as personnel listed on the protocol, can be viewed from this screen.
9. Return to the “**Submissions**” screen using the “**Back**” button and select “**Study Management**”.
10. To view the approval email, press “**Study Correspondence**” from the “**Submissions**” screen.
11. Press “**View Message**” on the message with the “**IACUC Submission Outcome**” subject.
12. This will display the contents of the email that was sent. To view the approval letter, press “**Outcome\_Letter.pdf**”.