

# How to print the approved **IACUC APPLICATION FORM** in **iRIS**

(for personnel signatures, acknowledging the availability of most current, IACUC-approved protocol for personnel's study reference).

- My Workspaces
- Study Assistant ▶ View My Studies
- **Click to open Study Dashboard**  with IACUC **Review Board Number**
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- **Show Rev** 
- Click **Edit/View**  the row with the **IACUC APPLICATION FORM (Version 1.#)** with an **Approved?** **Yes** status and an **Approval Date** MM-DD-2020
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- **Select the Print Friendly Method:** PDF Form >
- Save, then Print

Remember to also print the dated **Approval Outcome Letter** referencing the Approved **IACUC APPLICATION FORM (Version 1.#)**

# How to print an Outcome Letter in [iRIS](#)

When iRIS notification of an approved protocol is received, it is best practice to open the PDF Outcome Letter attached to the iRIS notification immediately. Print the Outcome Letter, and insert the Outcome Letter in the protocol binder with the approved protocol. This will save time searching for the Outcome Letter before post-approval visits and semi-annual lab inspections. For future searches:

- My Workspaces 
- Study Assistant ▶ View My Studies
- **Click to open Study Dashboard**  with IACUC **Review Board Number**
- **Study Correspondence**
- Search for the **Approval** row in the **Subject** column. Scroll and click ▶ as needed
- **View Message** 
- Click Attachment  **Outcome Letter**
- Save, then Print
- The Outcome Letter references the approved **IACUC APPLICATION FORM – (Version 1.#)**.