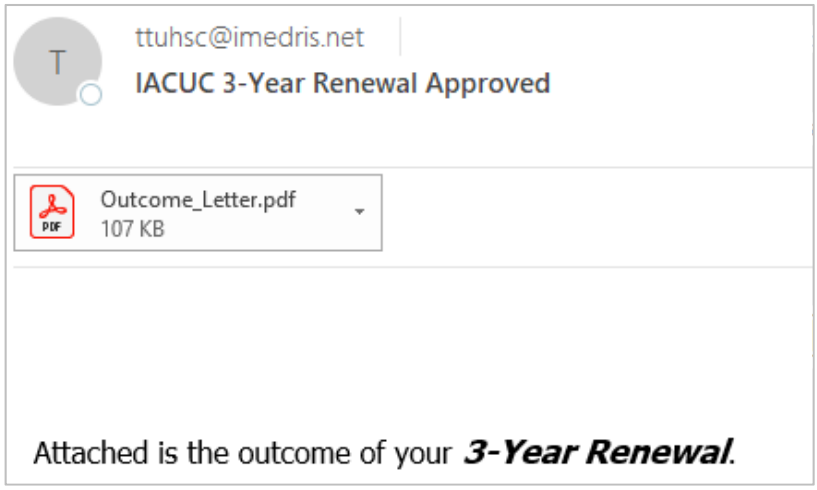
How to print the approved IACUC Outcome Letter in iRIS

The PDF letter attached to the iRIS email notification sent to the PI and Study Contact is to be printed immediately after receipt. The PI will affirm items listed on page 2, and the Key Study Personnel approved to work on the protocol will affirm on page 3. Maintain the most recent Outcome Letter with PI and KSP signatures in the lab's IACUC protocol binder for IACUC review.



To find previous letters:

- **My Workspaces** > Study Assistant
- **View and Manage My Studies**
- Scroll to bottom of screen
- **Click to open Study Dashboard**
- **Study Correspondence**
- Search the **Subject** column for approved letters. Scroll and click Next ▶ as needed.
- **View Message**
- Print the **Outcome_Letter**