

# HOW TO LOCATE STAMPED/APPROVED DOCUMENTS IN BRAAN2

(If your item was submitted on or after 5/17/10, your stamped forms will be attached to the Approval Memo instead of the General Notification Memo)

1. Click on the plus sign to the left of the study.

Activity List							
+ Filter							
IRB PROTOCOL							
	Tracking #	PI	Title	Status	Status Date	Board	Meeting Date
+	10.0268	Frietzsche, M	A SAMPLE BIOMEDICAL IRB PROTOC...	Approved	5/16/2010	Biomedical	

2. A box will open with a link titled Details. Click on the **Details** link. If there is more than one Details link, click on the bottom link.

10.0268	Frietzsche, M	A SAMPLE BIOMEDICAL IRB PROTOC...	Approved	5/16/2010	Biomedical	
Expiration Date: 5/15/2011 12:00:00 AM		Possibly Exempt?: No				
Task	Created By	Created On				
<a href="#">Details</a>	E. AAA	5/16/2010 3:42:20 PM				

3. The IRB Protocol - Details page will open up. In the bottom right hand corner of the screen is a drop down box titled **Select an Action**, select **View History** and press **Go**.

IRB PROTOCOL - Details	
Tracking #	10.0268
PI	Frietzsche, Michelle
Title	A SAMPLE BIOMEDICAL IRB PROTOCOL
Version	1
Status	Approved
Status Date	5/16/2010 3:40:19 PM
Board	Biomedical
Meeting Date	
Approval Date	5/16/2010 12:00:00 AM
Expiration Date	5/15/2011 12:00:00 AM

Select an Action: Create General Notification Go

- Create General Notification
- Notepad
- Suspension Memo
- View
- View Attachments / Forms
- View History

4. Once the history opens up, look in the Memo Column and you should see this link: **IRB PROTOCOL-APPROVAL**. Click on this link. Remember: you want the Memo NOT the Letter.

View History								
Tracking # : 10.0268								
PI : M. Friezschke								
Title : A SAMPLE BIOMEDICAL IRB PROTOCOL								
Tracking #	Document Type	Version	Status	Role	User	Status Date	Memo	Letter
10.0268	IRB PROTOCOL	1	Approved	IRB Coordinator	E. AAA	5/16/2010 3:40:19 PM	<a href="#">IRB PROTOCOL-APPROVAL</a>	<a href="#">Approval Letter</a>
10.0268	IRB PROTOCOL	1	In Expedited Review	IRB Coordinator	M. Friezschke	5/16/2010 2:28:56 PM		
10.0268	IRB PROTOCOL	1	Submitted	PI	M. Friezschke	5/16/2010 2:20:53 PM		<a href="#">Submission Letter</a>
None	IRB PROTOCOL	1	New	Document Owner	M. Friezschke	5/16/2010 1:55:30 PM		

5. When the memo opens up you will see a button labeled **Attachments/Forms**. Click that button.

6. A new window will pop up, which will show a list of all of your attachments (stamped/approved forms). Click on the attachment that you want to open and a pdf version of the attachment will open up on your screen.

View Attachments / Forms	
Page / Type / Item	Description
<b>Approval Memo</b>	
<b>Attachments</b>	
<a href="#">AMEND-185.pdf</a>	PDF

If you have any questions or need further assistance please contact the Human Subjects Protection Program Office at [hspofc@louisville.edu](mailto:hspofc@louisville.edu) or 502-852-5188.