How to Access Your IRB Study Approval Letter in IRBManager

1) Log into IRBmanager. Under “My Studies” click on the blue link for the study.

2) Click on the blue “New Protocol (or Exempt) Submission” event link under “Events”
3) Now you are on the New Submission’s Event page. Under “Actions” click on “Attachments”.

4) You should see the Initial Approval letter listed in Attachments (as well as any other study docs) & you can click on it to open & view the letter.

If you still need help or can’t find what you are looking for, then don’t hesitate to give me a call! 😊

Amber Anderson
IRB Campus Coordinator
Office for the Protection of Human Research Subjects
Department of Research & Sponsored Programs
East Tennessee State University
☎ 423.439.6002 | ☎ 423.439.6060 | 📧 andersonal1@etsu.edu