

Letters

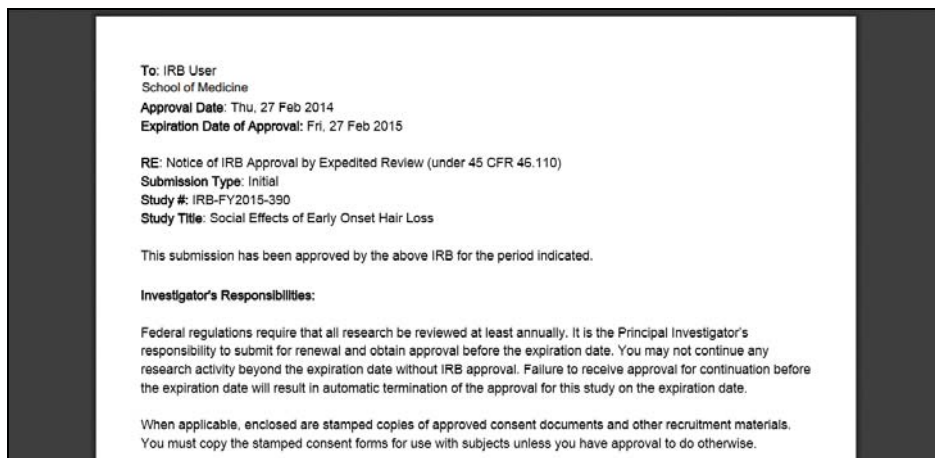
At certain points in the workflow, the compliance office may send communication to the Principal Investigator in the form of a letter notifying them of status changes, approvals, information required, etc. Letters are sent via email, and are also available to download from the submission in Cayuse IRB.

The **Letters** tab appears for a submission when there is at least one letter associated with that submission. Click on the Letters tab to view the letters associated with the submission.

The screenshot shows the 'Submission Details' page for 'IRB-FY2016-55 - Social effects of early onset hair loss'. The workflow progress is shown as: In-Draft (Submission is with researchers) -> Awaiting Approvals (Submission is awaiting certification or approval) -> Pre-Review (Submission is being prepared for review) -> Under-Review (Submission is with reviewers). A 'Review Complete' notification is present. The submission details include: PI: IRB User, Current Analyst: IRB Analyst, Decision: Approved, Review Type: Full, Review Board: Biomedical. The 'Letters' tab is active, showing a table of letters:

Subject	Recipients	Sent Date
IRB-FY2016-55 - Initial: Approval - Full Board	IRBUser@evisions.com	11-09-2015
IRB-FY2016-55 - Initial: Revision Needed	IRBUser@evisions.com	09-01-2015

Each line contains the subject, send date, and recipient(s) of a letter. You can click anywhere on the line to open a PDF of the letter in a new browser window.



To save the letter to a file, right-click within the opened PDF and select **Save As** (Chrome) or **Save Page As** (Firefox), or go to **Tools -> File -> Save As** (Internet Explorer).