VIEW AND DOWNLOAD LETTERS

During the submission process, the compliance office may send communication to the PI in the form letters notifying the PI of status changes, approvals, and needed information. Letters are sent via email and are available to download directly from Submission Details in Human Ethics.

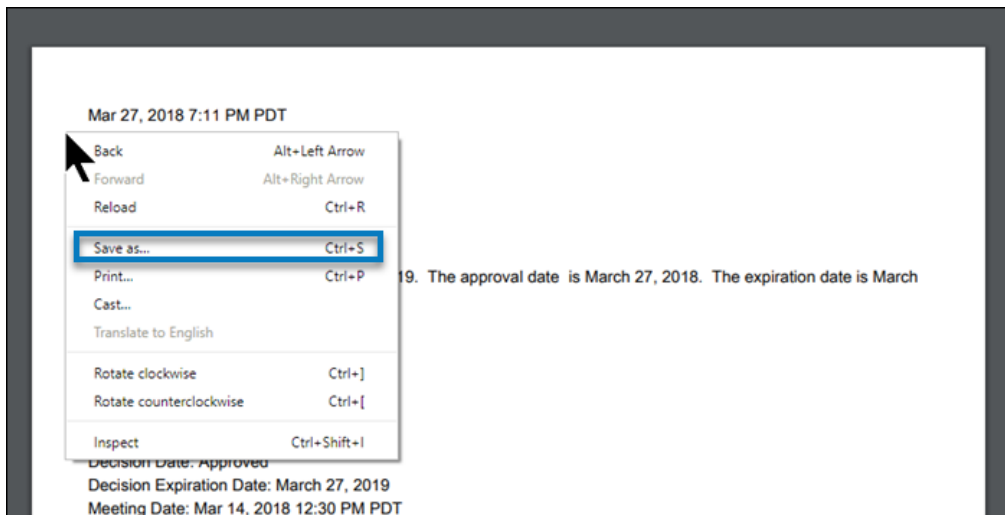The Letters tab appears for a submission when there is at least one letter associated with that submission. To view a letter, click on the letter tab.

You will be able to view the subject, send date, and recipient(s) for each letter. You can click anywhere on the line to open a PDF of the letter in a new window.
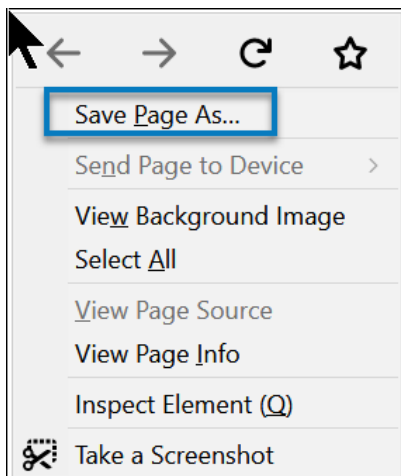
Approvals	Task History	Letters	Meetings	Decisions		
Subject				**Recipients**	**Sent Date**
IRB-FY2018-54 - Initial: full board approval				larry@cayuse.com	03-27-2018

To save the letter to a file:

- **Chrome:** Right-click within the opened PDF and select **Save As**.

Mar 27, 2018 7:11 PM PDT

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to English	
Rotate clockwise	Ctrl+]
Rotate counterclockwise	Ctrl+[
Inspect	Ctrl+Shift+I

19. The approval date is March 27, 2018. The expiration date is March

Decision Date: Approved
Decision Expiration Date: March 27, 2019
Meeting Date: Mar 14, 2018 12:30 PM PDT

- **Firefox:** Right-click within the opened PDF and select **Save Page As**.

Save Page As...
Send Page to Device
View Background Image
Select All
View Page Source
View Page Info
Inspect Element (Q)
Take a Screenshot

- **Internet Explorer:** In the menu bar, click on ⚙ > **File** > **Save As**.