STREAMLYNE FAQ and HIGHLIGHTS

Troubleshooting

I am unable to login to Streamlyne at https://research.njit.streamlyne.org/

We may need to update your permissions in the system, please reach out to irb@njit.edu. If you receive an error message when trying to login, please attach a screenshot to your message

My information isn't saving when I switch pages/ I can't figure out how to add information to my record.

Be aware of buttons and features used to collect/incorporate data in Streamlyne, such as the looking glass tool and particularly the "Add" button where available. These are often overlooked and can sometimes even be hidden off the side of the screen depending on your screen's zoom. For example, this error commonly occurs in the "Participant Types" section when adding the type and number of participants.

I can't submit my protocol.

Check for errors in the "Validation" section in the "Protocol Action" tab. Clicking "show" and "fix" will help you identify the errors and take you to the page where you can fix them.

Be sure all the fields in the "Protocol" tab marked with an asterisk are filled out.

In the "Questionnaire", be sure to provide an answer to every question of the "New IRB Protocol" section. If appropriate, be sure to write NA in text boxes.

The Organization partnering on this project cannot be found with the lookup tool, what should I do?

Reach out to irb@njit.edu to have the organization added. You will need to provide the following information: organization name; mailing address of organization; congressional district (xx-###); DUNS number (if available); Federal Employer Identification Number (EIN/TIN); and person of contact details for the organization including name, mailing address, email address, and phone number.

What if I have a key person who isn't available in the "Personnel" lookup?

Send an email to irb@njit.edu with the person's name, organizational affiliation and title, mailing address, email address, phone number, and role on the project. The Office of Research will add the person to the address book.

FAQs

Do I need to fill out the Explanation and Document Number boxes on the first page?

No.

What do I do if I don't know what my "Protocol Type" is?

We have developed a tool to help you identify the correct protocol type. It can be found in the "Questionnaire" tab to the left under in the "IRB Screening Questionnaire (Optional)" section. However, to be able to access that tab the first page must be saved, so you will need to select a temporary answer to this question.

You will be asked for the Protocol Type on the first page and also in the Protocol Actions, be sure that the answers match.

If, after completing the questionnaire, you still are unsure what type of review you will need, select Full Board and the IRB or admins will review and decide.

Which “Funding Type” should I select?

- If you have submitted a proposal. utilize the “Institutional Proposal” type and find the proposal with the look-up tool.
- If the proposal is being developed in Streamlyne but has not yet been submitted, use the “Development Proposal” option and find the proposal with the look-up tool.
- If you have an award, use the “Award” option. If you are unable to find the award it may not have been entered into Streamlyne on the backend yet. In this case, use the “Institutional Proposal” option.
- If you are using internal funding, such as a seed grant, use the Unit Option and select the internal unit providing the funding via the lookup tool.
- If you anticipate seeking funding but have not yet applied or otherwise have complications finding a proposal you have submitted use the “Sponsor” option

Should I list funding sources if I have not yet secured them?

List only funding that has been secured. If additional funding is made available during the course of the project, add the Streamlyne record should be updated.

What “Participant Type” should I choose if my subjects fall into 2 categories?

Scenario 1: If your subjects are 100 students who are 18+ years old (therefore both students and adults), please enter “Students” as the participant type and “Count = 100”

Scenario 2: If your subjects are 50 students who are 18+ years old and an additional 25 adults who are external to the university/not students. Make two entries - please enter “Students” as the participant type and “Count = 50” as well as a second participant type “Adults” and “Count = 25”

The intention of this question is to identify potentially vulnerable populations

What should I write for “Participant Type” if my study is observational and I don’t know how many people I will record data on?

Please enter the planned number and type of subjects. If you are unsure, you may estimate but keep in mind that you may not recruit more than the number of participants provided here.

Who should I include in the “Personnel” section?

The Personnel section should include anyone who plays a key role in the research being completed. Key personnel are those people who are essential to carrying out the work of a project, typically those responsible for the design, conduct and reporting of the research. This is most typically PIs and Co-PIs, though other persons could be considered based on their contributions to the project.

Keep in mind, anyone from NJIT who is added to the Personnel section will be required to submit a Conflict of Interest disclosure.

Where should I attach CITI training certificates?

Please use the "Personnel" tab or the "Notes and Attachments" tab to add completed CITI certificates for Responsible Conduct of Research and Human Subjects Research for all researchers on a protocol, either location is acceptable.

I don't understand a question in the Questionnaire, who should I contact for assistance?

As a first step, be sure to check out the "More Information" link to the right of each question. Most have reference materials that can help guide you. If you still don't understand the question, please contact irb@njit.edu.

When should I use the "Special Review" section?

Scenario 1: Use this section to tie two SEPARATE but related human subjects protocols together - "Type = Human Subjects", "Protocol number (use magnifying glass to find already submitted protocol)" The need to use the Human Subjects Special Review type will likely be fairly rare. Please reach out to irb@njit.edu if you have questions about what you should include here.

Scenario 2: This protocol needs Biosafety review - "Type = Biosafety" Enter "Approval status" and if already approved enter "Protocol number, Application Date, Approval Date, Expiration Date and Exemption category number". If "Approval Status = not yet applied", please pursue Biosafety approval through the Institutional Biosafety Committee - https://research.njit.edu/institutional-biosafety-committee