# Viewing and Downloading

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## *Letters*

During the submission process, the IRB office may send a letter to the PI 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.

Graphical user interface

Description automatically generated

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.

Graphical user interface, application, Word

Description automatically generated

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.

Graphical user interface, application

Description automatically generated

## *Stamped Documents*

To view a stamped document, look under Attachments and for the stamped icon. Download the PDF attachment by clicking on **Download** next to the document.

Graphical user interface, application

Description automatically generated

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