




# How to print your approval Outcome Letter in [iRIS](#)

When iRIS notification of an approved protocol is received, it is best practice to open the PDF Outcome Letter attached to the iRIS notification immediately. Print the Outcome Letter, and insert the Outcome Letter in the protocol binder with the approved protocol. This will save time searching for the Outcome Letter before semi-annual lab inspections. If a future search is preferred, here's how:

- **Study Assistant**
- **My Studies**
- Display my Studies by:
- **Open** 
- **Study Correspondence**
- Search for the row with **Approval** in the **Subject** column. Scroll and click ▶ as needed.
- **View Message** 
- **Print**  **Outcome\_Letter**