BRIDGE Center Project Registration:
IRB Document Retrieval Instructions

As part of Project Registration we request three documents from your CMU IRB Protocol:
1. Protocol approval letter
2. Full Protocol text and attached documents relevant to MRI
3. Consent form

Below are instructions on how to retrieve these documents from the CMU SPARCS website.

Login to CMU SPARCS: https://sparcs.andrew.cmu.edu/irb
Logging into SPARCS requires being on the CMU campus or using the CMU VPN.

Protocol Approval Letter
The Protocol approval letter is usually sent via email upon IRB approval but can also be downloaded from SPARCS. The location of the letter will vary depending on if the protocol is new, or has been modified.

New Protocols
If a protocol is new and has not been modified, usually the Approval Letter can be downloaded by a link after the "Letter:" field at the top of the protocol page.

Modified Protocols

If a protocol has been modified:

1. Click on "Follow-on Submissions"

2. Click on the most recent "Modification and Continuing Review…" link in the "Follow-on Submissions" box.
3. Download the Approval Letter either by the "Letter" link at the top, or the "Letter Sent" link.

Full Protocol Text

You can get the full protocol text using the "printer version" button and saving this as a PDF. Also download and include any relevant attached documents such as pre-screening questionnaire, equipment specifications, etc.

Consent Form

The consent form can usually be downloaded quickly under the "Consent Forms" section at the top of the protocol.