

# How to Download IRB Application & Attachments from Tick@lab

Learn how to navigate the Tickatlab testing portal to locate specific IRB project files. This guide provides a direct path to accessing and downloading attached PDF documents from your account.

Eric Allen 8 steps 3 minutes ⌚ today

 Test-Utrgv

1 Navigate to <https://lar.utrgv.edu/tickatlab/default.aspx> Guide Me



The screenshot displays the Tick@lab portal dashboard with a sidebar on the left and a main content area. The main content area is organized into several horizontal sections, each with a category icon and title, followed by sub-item buttons:

- PROTOCOLS**: AUP, IRB, IBC
- ANIMAL ORDERS**: Requests & Orders, Deliveries & Identification
- ANIMAL MANAGEMENT**: Experimental Stock, Breeding Stock, Matings, Genotyping, Internal Orders
- COMPLIANCE SUPPORT**: Meeting Minutes, Inspections
- BILLING**: Billing Data, Animal Procurement, Invoice (Report), Census

At the bottom left of the dashboard, the text "Utrgv 3.4" and "27 Language:" is visible. A search icon is present in the bottom right corner of the dashboard area.

2 Click "IRB"



3 Click on your protocol number "IRB-24-0009"

- Compliance Support
- Billing
- Tasks
- Cage Management
- Administration
- Reports
- Master Data
- Switch to mobile
- Help
- UTRGV Research Compliance
- tick@lab  
System Information: a-trace tick@lab 3.0  
Build 4076.2 Corio Version: 327 Language
- TEST Administrator**  
Your session will expire in:  
09 min 50 sec
- Profile Refresh Logout

No. of entries: 1928

IRB#	File title	File created	File status	Last file status change	Expiration date	Last document change	Last document check out	Current document status/progress	Last document status change	1st approved	Pa in
IRB-26-0006	test	23-Jan-2026	Initiated	23-Jan-2026	---	23-Jan-2026	23-Jan-2026	Draft	23-Jan-2026	---	In TI
IRB-26-0005	test 2	21-Jan-2026	Annual Review	22-Jan-2026	09-Sep-9999	22-Jan-2026	11-Feb-2026	Reviewer	22-Jan-2026	22-Jan-2026	In TI
IRB-26-0004	---	21-Jan-2026	Initiated	21-Jan-2026	---	21-Jan-2026	21-Jan-2026	Draft	21-Jan-2026	---	In m
IRB-26-0003	test	21-Jan-2026	Annual Review	07-Apr-2026	01-Jan-2027	07-Apr-2026	07-Apr-2026	Confirmation Review	07-Apr-2026	21-Jan-2026	In TI
IRB-26-0002	test	21-Jan-2026	Closed	21-Jan-2026	09-Sep-9999	21-Jan-2026	21-Jan-2026	Closed	21-Jan-2026	21-Jan-2026	In IS
IRB-26-0001	TEST 3	21-Jan-2026	Initiated	21-Jan-2026	---	21-Jan-2026	21-Jan-2026	IRBCO Administrative Review	21-Jan-2026	---	In m
IRB-25-0003	Common Error in the Protocol Applica...	26-Feb-2025	Amendment	02-Apr-2026	15-Jul-2028	02-Apr-2026	02-Apr-2026	For Revision (Pre-Review)	02-Apr-2026	15-Jul-2025	In TE
IRB-25-0002	Explaining how to request project c...	25-Feb-2025	Project Closure	25-Feb-2025	25-Feb-2028	25-Feb-2025	25-Feb-2025	IRBCO Administrative Review	25-Feb-2025	25-Feb-2025	In TI
IRB-25-0001	Adding Personnel Instructions	12-Feb-2025	Initiated	12-Feb-2025	---	12-Feb-2025	12-Feb-2025	Draft	12-Feb-2025	---	In TI
IRB-24-0010	Application 4 Test	26-Jun-2024	Amendment	11-Mar-2026	09-Sep-9999	11-Mar-2026	11-Mar-2026	Amendment	11-Mar-2026	26-Jun-2024	In IS
IRB-24-0009	IRB-24-0009 Protocol	26-Jun-2024	Approved	26-Jun-2024	25-Jun-2025	26-Jun-2024	26-Jun-2024	Approved	26-Jun-2024	26-Jun-2024	In IS
IRB-24-0008	IRB-24-0009 - IRB Investigator + Co-PL...	18-Apr-2024	Closed	15-May-2024	---	15-May-2024	15-May-2024	Closed	15-May-2024	---	In IS
IRB-24-0007	Protocol A - IRB Investigator submit...	18-Apr-2024	Project Closure	26-Feb-2026	09-Sep-2028	26-Feb-2026	26-Feb-2026	IRBCO Administrative Review	26-Feb-2026	18-Apr-2024	In TI
IRB-24-0006	Protocol C - IRB Investigator + Co-PL...	18-Apr-2024	Disapproved	18-Apr-2024	09-Sep-9999	18-Apr-2024	18-Apr-2024	Disapproved	18-Apr-2024	---	In IS
IRB-24-0005	Protocol B - IRB Investigator + Facu...	18-Apr-2024	Disapproved	15-May-2024	09-Sep-9999	15-May-2024	15-May-2024	Disapproved	15-May-2024	---	In IS
IRB-24-0004	Protocol E - Non Human Subjects Rese...	17-Apr-2024	Initiated	17-Apr-2024	---	16-Oct-2024	11-Mar-2025	Pre-Review and Sign	16-Oct-2024	---	In TI
IRB-24-0003	Protocol A - IRB Investigator submit...	17-Apr-2024	Closed	18-Apr-2024	09-Sep-9999	18-Apr-2024	18-Apr-2024	Closed	18-Apr-2024	18-Apr-2024	In IS

4 Click the most recent version of the protocol "27.0"

Compliance Support

Billing

Tasks

Case Management

Administration

Reports

Master Data

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Switch to mobile

Help

UITRCV Research Compliance

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tick@lab

System Information: s-trace tick@lab 3.0  
Build: 4075.2 Corefile Version: 827 Language:

**TEST Administrator**

Your session will expire in: 09 min 55 sec.

Profile Refresh Logout

IRB ID	Protocol Name	Status	Start Date	End Date	Version	Document Status	Last Document Change	Principal Investigator	Checked-out by	
IRB-26-0003	test	Annual Review	21-Jan-2026	07-Apr-2027	01-Jan-2027	07-Apr-2026	07-Apr-2026	Continuation Review	07-Apr-2026	21-Jan-2026
IRB-26-0002	test	Closed	21-Jan-2026	21-Jan-2026	09-Sep-9999	21-Jan-2026	21-Jan-2026	Closed	21-Jan-2026	21-Jan-2026
IRB-26-0001	TEST 3	Initiated	21-Jan-2026	21-Jan-2026	---	21-Jan-2026	21-Jan-2026	IRBCO Administrative Review	21-Jan-2026	---
IRB-25-0003	Common Error in the Protocol Applica...	Amendment	26-Feb-2025	02-Apr-2026	15-Jul-2028	02-Apr-2026	02-Apr-2026	For Revision (Pre-Review)	02-Apr-2026	15-Jul-2025
IRB-25-0002	Explaining how to request project cl...	Project Closure	25-Feb-2025	25-Feb-2025	25-Feb-2028	25-Feb-2025	25-Feb-2025	IRBCO Administrative Review	25-Feb-2025	25-Feb-2025
IRB-25-0001	Adding Personnel Instructions	Initiated	12-Feb-2025	12-Feb-2025	---	12-Feb-2025	12-Feb-2025	Draft	12-Feb-2025	---
IRB-24-0010	Application 4 Test	Amendment	26-Jun-2024	11-Mar-2026	09-Sep-9999	11-Mar-2026	11-Mar-2026	Amendment	11-Mar-2026	26-Jun-2024
IRB-24-0009	June 26 Protocol	Approved	26-Jun-2024	26-Jun-2024	26-Jun-2024	26-Jun-2024	26-Jun-2024	Approved	26-Jun-2024	26-Jun-2024

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal Investigator	Checked-out by
---	27.0	26-Jun-2024	26-Jun-2024	Approved	26-Jun-2024	Investigator2, IRB TEST	---
---	26.0	26-Jun-2024	26-Jun-2024	IRBCO Administrative...	26-Jun-2024	Investigator2, IRB TEST	---
---	25.0	26-Jun-2024	26-Jun-2024	Project Closure	26-Jun-2024	Investigator2, IRB TEST	---
---	24.0	26-Jun-2024	26-Jun-2024	Approved	26-Jun-2024	Investigator2, IRB TEST	---
---	23.0	26-Jun-2024	26-Jun-2024	IRBCO Administrative...	26-Jun-2024	Investigator2, IRB TEST	---
---	22.0	26-Jun-2024	26-Jun-2024	Reviewer	26-Jun-2024	Investigator2, IRB TEST	---
---	21.0	26-Jun-2024	26-Jun-2024	IRBCO Administr...	26-Jun-2024	Investigator2, IRB TEST	---

5 Click "Action" then "Print" and select preference to download

IRB-24-0009 "June 26 Protocol", (v.27.0), Approved/Approved

Back to overview Review Attachments Action Workflow

Save Edits

Save New Version

Print **PDF**

Print DOCX

Print HTML

**IRB REVIEWER ASSIGNMENT**

The assigned IRB member is

**Last name:** Committee Member **First name:** DRB TEST

**IRB PROTOCOL CLASSIFICATION (COMPLETED BY THE IRB COORDINATOR)**

Risk Level

No more than minimal

More than minimal

Review process used for this version of the protocol:

Expedited

## 6 Click "Attachments"

The screenshot shows the IRB system interface for protocol "IRB: IRB-24-0009 'June 26 Protocol ', (v.27.0), Approved/Approved". The left sidebar contains a navigation menu with categories like Home, Protocols, Animal Orders, and Compliance Support. The main content area has a top navigation bar with buttons for "Review", "Attachments" (circled in orange), and "Action". Below this, there are sections for "IRB REVIEWER ASSIGNMENT" and "IRB PROTOCOL CLASSIFICATION".

## 7 Click "All" to see all attachments

The screenshot shows a window titled "Attachments" with a "Close window" button in the top right. Below the title, there are instructions: "1. Choose File", "2. Select the file you would like to add", "3. + Add to attachment list below", "4. Repeat steps 1 through 3 until done.", "5. Finalize attachments". A sidebar on the left lists various categories, with "All" circled in orange. The main area displays a table of attachments under the heading "ATTACHMENTS".

ATTACHMENTS		
Tag		
^ (All) (1)		
No. of entries: 1		
Last Modification	File	Description
26-Jun-2024	dsireport_092421.pdf	
No. of entries: 1		
v (No Tag) (1)		

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Click the document you want to download "Informed Consent Form.pdf"

2. Select the file you would like to add
3. + Add to attachment list below
4. Repeat steps 1 through 3 until done.
5. Finalize attachments

- All
- For IRB Use
- Personnel
- Project Information
- General Information
- Human Subjects Information
- Recruitment
- Protection Of Data
- Risks and Benefits
- Informed Consent
- HIPAA
- Training
- Protocol/Forms Links
- PI Assurance Statement
- Construction Review

ATTACHMENTS

Tag			
(All) (1)			
No. of entries: 1			
Last Modification	File	Description	Section
26-Jun-2024	deireport_092421.pdf		For IRB Use
No. of entries: 1			
(No Tag) (1)			

