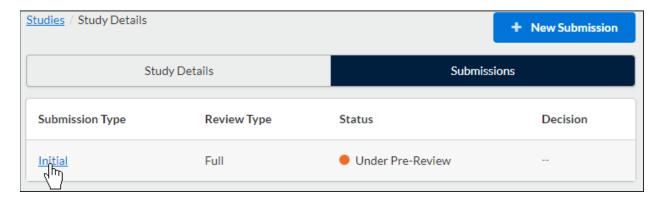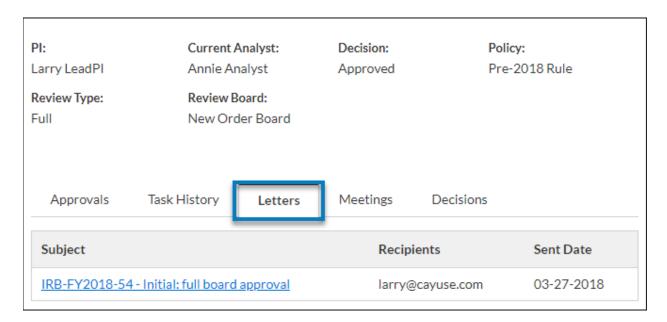# Viewing and Downloading Letters

Purpose of this resource: To show SHSU investigators how to view and download letters Cayuse IRB.
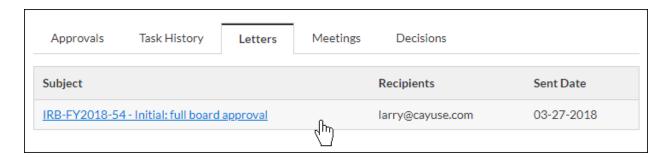
The compliance office may send communication to the PI in the form of letters to notify the PI of status changes, approvals, or information that is needed. Letters are sent via email and are downloadable from the Submission Details.

The Letters tab appears for submissions when one or more letters are associated with that submission. Click the letter tab to view a letter.

You will be allowed to click anywhere on the line to open a PDF of the letter in a new window.

NOTE: For Firefox and Chrome: Right-click within the open PDF and select **Save As** or **Save Page As**. For Internet explorer: In the menu bar click the settings symbol, followed by **File**, followed by **Save As.**