Campus Instructions for Testing IRB eForms

The Office of the IRB, in partnership with Research Technology and Communications, is preparing to implement electronic submission forms (eForms). Investigators who would like to familiarize themselves with the eForms have access to an IRAP development instance for testing. Please use the below instructions to test the eForms, and please do not create test eForms in the IRAP Production Instance (irap.uab.edu).

Note: The development instance is for testing only and no submissions will be considered official submissions to the IRB.

To begin the submission, please log in to irapmoddev01.ad.uab.edu. Please note that if you are working remotely, you must be connected to UAB's VPN to log in to the test instance. If you do not already have the VPN on your computer, you can find instructions for downloading it here.

After logging in to the test instance, begin creating the protocol record using the following steps:

- In the menu on the left side of the screen, click *IRB/Human Subjects*, then select *Create New*.
- A new window will open. Select *Initial Application*, enter the title of your test protocol, and leave yourself as PI.
- The record will open with the IRB EPORTFOLIO listed in the documents.
- At this point, you can open the ePortfolio and begin your submission.

To test the Continuing Review eForm:
- Using any record on which you have access
- Create a Continuing Review Submission
- In the Documents/Forms section Click "Add"
- A pop-up window will appear
- In the "Add Continuing Review Components" section, select Continuing Review and click "Add"
- On the Documents/Forms list, you will see "CONTINUING REVIEW"
- Open the CONTINUING REVIEW form and begin your submission

To test the Revision/Amendment eForm:
- Using any record on which you have access
- Create a Revision/Amendment Submission
- In the Documents/Forms section Click "Add"
- A pop-up window will appear
- In the "Add Revision/Amendment Components" section, select REVISION/AMENDMENT and click "Add"
- On the Documents/Forms list, you will see "REVISION/AMENDMENT"
- Open the REVISION/AMENDMENT form and begin your submission