

## Step-By-Step Instructions for Finding IRAP Protocol Correspondence (including IRB Approval and Attachments)

This guidance is intended for those who are looking to located an approval or review letter from the IRB. If you are the PI of the project, a delegate of the PI, listed as a contact on the IRAP record or have security access for the department of the PI, you can use these instructions to view the attachments sent via email from the IRB staff to the PI.

- 1. Start at the following website: irap.uab.edu
- 2. Select "Office of Research Reports" in the left navigation panel.

	ED RESEARCH RATION PORTAL
Office of Research	Welcome to IRAP! Log In
Research Technology & Communications	
Training (Login Required)	Welcome to the electronic portion of UAB's Integrated Research Administration Po
Office of Research Reports	Global inc. when fully implemented these modules will support electronic submissi operations of the Office of Sponsored Programs (OSP), Institutional Review Board Institutional Biosafety Committee (IBC), Chemical Safety Committee, Radiation Sa
IRAP Access	Other features of the system provide access to potential collaborators and automat
	<ul> <li>System Requirements: The IRAP system is web-based and may be used of         <ul> <li>InfoEd Global, Inc. tested browsers</li> <li>Macintosh Versions;</li> <li>Morilla;</li> </ul> </li> </ul>
	Firefox 31.0 through 39.0     Firefox 31.1.1 through 38.1.0 ESR

- 3. If a pop-up window appears requesting credentials, log in with your BlazerID and Password.
- 4. Select the "Office of Institutional Review Board (OIRB)" in the top navigation panel.

	ITY OF ALABAMA AT	BIRMINGHAM									
Office of Sponsored Programs (OSP)	Office of Institutional Review Board (OIRB)	Research Administration	Institutional Animal Care and Use Committee (IACUC)	Office of Conflict of Interest Review Board (OCIRB)	Materials Transfer Office (MTO)	Radioisotope and Radiation Safety Committee (RRSC)	Campus				
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Home	Home										
Favorites											
Search	Off	rice of Resear	ch E-Report	S							
E-Reports H	elp rese	Welcome to the Office of Research e - reports webpage, an on - line report generator available to the UAB research community Report access is permission based Available reports include reporting for OSP. OIRB.									
How To Repor IRAP Proble	OCIF ent an Rese ent	OCIRB, MTO, RRSC, IACUC and Research Administration. If you have questions, please contact the Research Technology and Communications office at irap@uab.edu.									



5. Seven reports should appear. Click on "Correspondence from IRB Office Report."

Office	of Institutional Review Board (OIRB)
The UAB In protection of participants	nstitutional Review Board for Human Use (IRB) is a committee established under federal regulations for the of human subjects in research(45 CFR 46).Its purpose is to help protect the rights and welfare of human s in research conducted under the auspices of the University of Alabama at Birmingham.
(7) reports Filter Term	found. Filter Reports
Reports	● List View ◯ Grid View
	Correspondence from IRB Office Report This report provides a list of Human Subjects correspondence sent from the IRB office to the PI, regarding review results and approval letters of the protocol given as an input parameter.

6. Enter the IRB Project Number – you can er in only the number portion of the IRB number "xxxxxxxxx." Select "View Report"

P	rotocol N	lumber:	IRB - [	30000xxxx										View Report
Γ	ا⊲	<	1	of 1	>	⊳I	Ö	100%	~		e		Find   Next	
E					С	orresp	onde	nce fro	om IR	B Office	Rep	ort		
н.								Report Dat	e: 02/09/2	2023				

7. To view the attachment, click on the attachment name you would like to view.

Protocol Number:	RR - 300005840				View Report	retrieveAttachment	1/2   - 59% +   🖸 🚸	± 6
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⊲ <	1 of 2 >	>I O	100% 🗸 🛱 🗸	Find   Next				
	Corr	esponde	ence from IRB Office Report		÷.		THE UNIVERSITY OF TRANSITION OF TRANSITION FOR	
			Report Date: 01/24/2023		_		Office of the institutional Review Board for Human Use 2013/98.000 ( 100.000 ( 2013))	
PI Name	Institution Number	Email Date/ Time	Email Subject Line	Email Attachr	ment		APPROVAL LETTER	
lal, Susan	IRB-300005840	12/27/2022 9-14 AM	IRB Communication - Received and Noted Letter I 300005840	IRB- Received and N	lated.		YO: Bal, Soun	
al, Susan	IRB-300005840	12/22/2022 9:55 AM	IRB Communication - Administrative Pre-Review IF 300005840	RB- Admin Pre-Revi	iew.doc		FRDML University of Addisina at Binningham Institutional Review Board Pederahinde Assurance # PMK00000380	
3al, Susan	IRB-300005840	11/23/2022 9:13 AM	IRB Communication - Determination Letter IRB-30	00005840 Probreport (PT / 1005 updated) 221116	005- 6 doc		1006: Begistration # #86000199 (Bit 01) 1006: Begistration # #8600013550 (Bit 03)	
lal, Susan	IRB-300005840	11/23/2022 9:13 AM	IRB Communication - Determination Letter IRB-30	00005840 Determination L	etter.pdf		DATE: 03-New-2022 Rf: IRE-300005640	
lal, Susan	IRB-300005840	11/17/2022 5:06 PM	IRB Communication - Received and Noted Letter I 300005840	IRB- Received and N Letter.pdf	loted.		198–302005540 066 LLAB 2040 - A Phase 1, Multiconter, Open label Study of CC-85286 in Subjects with Relaying and/or Relativery Multiple Myrkiona	
lal, Susan	IRB-300005840	11/3/2022 11:54 AM	IRB Communication - Approval Letter IRB-300005	840 Approval Letter 221102.pt	df		The IRR invitence and appendent the Recipie/Amarchiner industrial on 22 Sec. 1927 for the	
lal, Susan	IRB-300005840	10/21/2022 1:32 PM	IRB Communication - Determination Letter IRB-30	00005840 Determination L	etter.pdf		above referenced project. The review was conducted in accordance with UNB's Assumation of Compliance approved by the Department of readits and Human Services.	
lal, Susan	IRB-300005840	10/21/2022 1:32 PM	IRB Communication - Determination Letter IRB-30	00005840 Probreport ( PT 1009 Septic Arth 221014 doc	005- hiritis),		Type of Review Full (sectorized Review Reard 01 (UNR)) Obtamisation: Agronom Approach Date: 02-100-2022	
lal, Susan	IRB-300005840	10/17/2022 10:15 AM	IR8 Communication - Administrative Pre-Review IR 300005840	RB- Admin Pre-Revi	iew.doc		Laked Records	
al, Susan	IRB-300005840	10/3/2022 10:10 AM	IRB Communication - Received and Noted Letter I 300005840	IRB- Probreport ( PT 1012) 220930 c	005- doc		+ 000529968	
al, Susan	IRB-300005840	10/3/2022 10:10 AM	IRB Communication - Received and Noted Letter I 300005840	IRB- Determination L	etter.pdf		Documents included in Review:	
lal, Susan	IRB-300005840	9/22/2022 12:00 AM	IRB Communication - Approval Letter IRB-300005	840 Approval Letter.	edf			
al, Susan	IRB-300005840	9/21/2022 12:20 PM	IRB Communication - Approval Letter IRB-300005	840 Approval Letter	edf			
lal, Susan	IRB-300005840	9/9/2022 7:37 PM	IRB Communication - REVISED Administrative Pr 300005840	re-Review IRB- Admin Pre-Revi IRB-300005840	iew - Bal		REVISION/INVENTIMENT (FORM	
lal, Susan	IRB-300005840	9/9/2022 7:30 PM	IRB Communication - Administrative Pre-Review IB 300005840	RB- Admin Pre-Revi IRB-300005840	iew - Bal I.doc		To access stamped consent/assert forms (full and expedited protocols only) and/or other approved documents:	
lal, Susan	IRB-300005840	8/7/2022 6:05 PM	IRB Communication - Determination Letter IRB-30	00005840 Determination Letter.doc			<ol> <li>Open your protocol in RMA</li> <li>On the Subremions page, open the subremission corresponding to this approval letter. NOTE: The Deterministics for the subremission will be "Approved."</li> </ol>	
lal, Susan	IRB-300005840	8/5/2022 3:40 PM	IRB Communication - Received and Noted Letter I 300005840	IRB- Received and N Letter.pdf	loted.		<ol> <li>In the list of discurrents, select and diversitial the desired approved decoments. The starrend consent/assent form(s) will be listed with a campery of Consent/Assent Document (CCA), shift sheet, Phone Script, etc.).</li> </ol>	
lal, Susan	IRB-300005840	7/20/2022 11:07 AM	IRB Communication - Administrative Pre-Review IB 300005840	RB- Probreport (PT ) 1005) 180722 d	005- loc			
lal, Susan	IRB-300005840	7/20/2022 11:07 AM	IRB Communication - Administrative Pre-Review IF 300005840	RB- Admin Pre-Revi	iew.doc			
3al, Susan	IRB-300005840	6/28/2022	IRB Communication - Received and Noted Letter I	IRB- Received and N	loted			