Pre-ePortfolio Initiated Applications: How To Create an Amendment

Below you will find instructions for users who wish to submit an amendment for a protocol that existed prior to the ePortfolio. Users are able to now submit an amendment as an eForm with in IRAP.

Step 1: Log into IRAP (irap.uab.edu), using your BlazerID and Password

Step 2: In the left column, Click on "IRB/Human Subjects"

Step 3: Search for the IRB Project via one of the options below based on your role:
- If you are the PI named as key personnel on the protocol, or have been named as a delegate of one or more key personnel:
  - Click on "Search For"
  - Enter the IRB Project Number (IPN) in the Record Number field
  - Search by "IRB-XXXXXXXXX" or use the asterisk (*****) before a portion of the protocol number as a wildcard for the search (ex: *XXXXXXXXX).
- If you are the PI, click on "Show List" to see all of your projects.
- If you are the delegate of one or more of the study's key personnel (including the PI) with access to human subjects:
  - Click on "Show List"
  - Click on the "People" Icon
  - Select the name of the PI for the record that you are looking for.

Step 4: Click on the "Yellow Folder" to open the project

Step 5: The IRB Project record should load and show the main submissions folder. If you are able to add a submission, you should see "Edit Mode" in green text in the top right corner.
> *If you see "View Mode" in red text, you do not have the ability to edit that record. This can happen two different ways:*
> - *Someone else is already in that record editing the submission*
> - *You do not have the ability to edit the record*
>
> *In this instance, you can call 205-975-IRAP (4727) or email IRAP@uab.edu for assistance.*

Step 6: On the right side of the webpage, there is a drop down menu next to an "Add" button.
- Use the drop down menu to select the appropriate submission type.
- Click on "Add".

Step 7: Click on the blue "Add" link.

Step 8: In the pop up window, scroll down to find REVISION/AMENDMENT EFORM":
- Check the Add checkbox for the "REVISION/AMENDMENT EFORM".
- Select the "Add" button.

Step 9: Open the REVISION/AMENDMENT EFORM.

Step 10: Begin completing the Amendment eForm by answering the branch logic questions.

Step 11: When you are finished, scroll to the top of the form, click Save, and check Complete.

Step 12: Close the eForm.

Step 13: In the protocol record, click Submit.

Step 14: Click Done to close the record.