Pre-ePortfolio Initiated Applications: How To Submit an Expedited Status Update

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

Please note:
- For protocols with an Expedited Status Update renewal period, any submission is considered an Expedited Status Update.
- If you intend to submit modifications to the protocol, please follow the instructions to submit a Revision/Amendment for Pre-ePortfolio Applications.

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

Step 2:   Using the "Quick Find" in the upper right corner of the window, search for the IRB record number (e.g., IRB-300000000), or click here for alternative search methods.

Step 3:   Click on the record number, hover over "Edit", and select "Master Record." **Note: The Summary page will open in View Mode only.**

Step 4:   Using the top navigation menu, select "**Submissions**".

Step 5:   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 "Revision/Amendment".
- 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:   For the Amendment Type, choose "Expedited Status Update".
Answer all questions that appear based on the branching logic.

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.