# ePortfolio Initiated Applications: How to Create a Continuing Review

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 four lines next to the record number, hover over "Edit," and select "Master Record."

Step 4:   The IRB Project record will open to the Summary page. Using the top navigation menu, select "Submissions." 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 in 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 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 "Continuing Review".
- Click on "Add".

Step 6:   Click on the blue "Add" link.
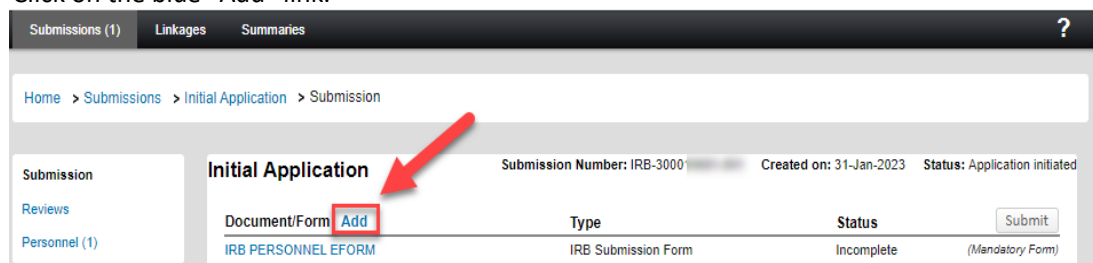
Step 7:   In the pop-up window, scroll down to find IRB EPORTFOLIO:
- Check the Add checkbox for the "IRB EPORTFOLIO".
- Select the "Add" button.
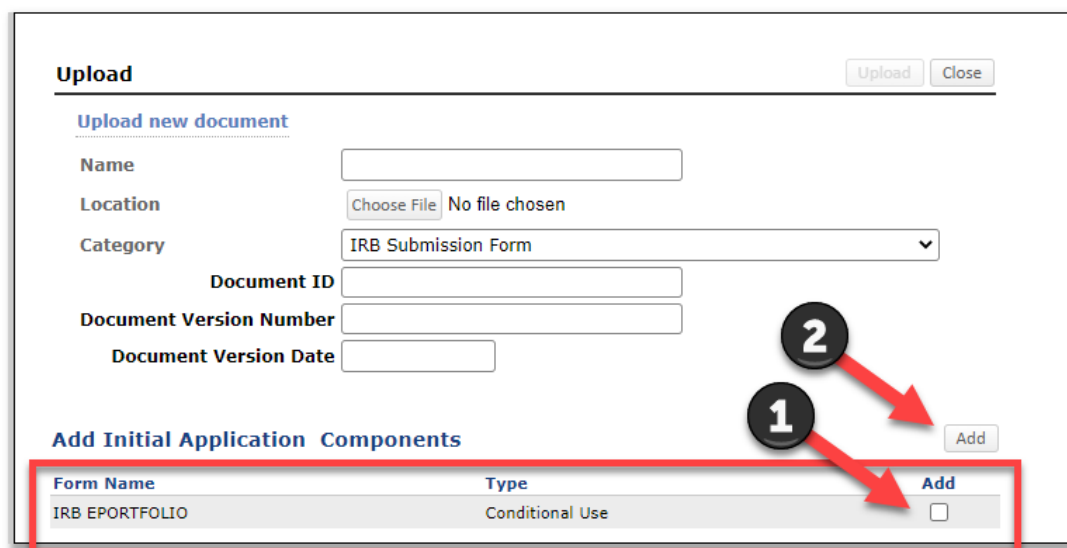
Step 8: Open the IRB EPORTFOLIO.

Step 9: Uncheck Complete in the upper right corner of the form. NOTE: The ePortfolio may contain information from previous submissions.

Step 10: On Page 1, select Continuing Review.

Step 11 Open the Continuing Review Sub-Form and select uncheck complete in the upper right corner of the form.

Step 12: Complete all the questions that appear on Page 3. NOTE: The most recently approved renewal information will be copied into the ePortfolio when submitting a new continuing review. The user must replace the old information with the updated renewal data.

Step 13: When finished, scroll to the top of the form, click Save, and check Complete.

Step 14: Close the form.

Step 15: In the protocol record, click Submit.
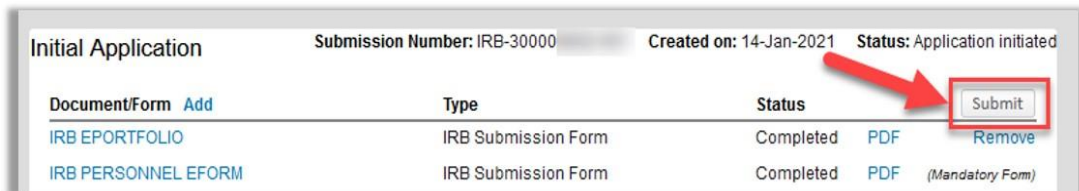
Step 16: Click Done to close the record.