ABRESEARCH

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-30000000), or click <u>here</u> 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.

Submissions (1) Link	kages Summaries			?
Home > Submissions :	Initial Application > Submission			
Submission	Initial Application	Submission Number: IRB-30001	Created on: 31-Jan-2023	Status: Application initiated
Reviews	Document/Form Add	Туре	Status	Submit
Personnel (1)	IRB PERSONNEL EFORM	IRB Submission Form	Incomplete	(Mandatory Form)

- **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.

Upload	Upload				
Upload new document					
Name					
Location	Choose File No file chosen				
Category	IRB Submission Form 🗸				
Document ID					
Document Version Number					
Document Version Date					
Add Initial Application Components					
Form Name	Type Add				
IRB EPORTFOLIO	Conditional Use				

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- **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.

nitial Application	Submission Number: IRB-30000	Created on: 14-Jan-2021	Status:	Application initiated
Document/Form Add	Туре	Status		Submit
IRB EPORTFOLIO	IRB Submission Form	Completed	PDF	Remove
IRB PERSONNEL EFORM	IRB Submission Form	Completed	PDF	(Mandatory Form)

Step 16: Click Done to close the record.