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.

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

6. Enter the IRB Project Number – you can enter only the number portion of the IRB number “xxxxxxxx.” Select “View Report.”

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