



## Quick Step By Step Instructions for How to Create a New HS Submission in IRAP

1. Log into IRAP (irap.uab.edu)
2. Click on IRB/Human Subjects>Create New
3. A new screen loads to create a New Human Protocol in Human Subjects Development, click continue
4. On the next screen enter the title of the project – capitalize all words except for articles, prepositions and conjunctions), click continue
5. Select the PI of the project on the next screen. By default, the individual logged in will be selected as the PI. To change the PI to another individual, delete the contents of this field and type the PI's name (Last, First). **IMPORTANT:** Wait for the name to be displayed below the field and select the correct entry, which will include the individual's last name, first name, Blazer ID, department, and org code. Do not just type the name and click continue. If a name is not selected from the drop down, it will default back to the individual logged in.

When there is more than one entry for an individual, select the individual's primary appointment, which should be the first in the list. If you cannot find the PI in the search use your own name and contact IRAP@uab.edu. Provide the PI name, email address if the PI is not yet at UAB, Blazer ID if the individual is, anticipated start date if you know it and the IPN. You can continue to work on the protocol. We will let you know when the protocol has been updated with the correct PI.

6. Click on the blue "Add" link
7. In the pop up, you can add documents. Browse and select the document. Using the IRAP Naming Conventions, add document name in the name field and select the correct document category from the picklist. When finished adding, naming and selecting the document category click on upload. The pop up will refresh and additional documents can be added. You will be unable to see all of the documents that you have uploaded until you close out of the pop up window and the submission  
<http://www.uab.edu/research/administration/offices/IRB/Guidance/Pages/IRAP-Naming-Conventions.aspx>
8. When finished adding all documents, click on "Close" in the upper right corner. The pop up window will close and the submission page will refresh and show all of your documents.

9. Click on the “Submit” button near the top right of the screen to send the project to the Office of the IRB.
10. You may now close the record by clicking “Done” in the upper left corner.
11. Body

Version: 8/23/18; 15.811.02