



Quick Step By Step Instructions for How to Create an HS Revision/Amendment or Continuation Submission in IRAP

1. Log into IRAP (irap.uab.edu)
2. Click on IRB/Human Subjects
3. Search for the IRB Project via one of the options below based on your role:
 - a. If you are the PI, named as key personnel on the protocol, or have been named as a delegate of one or more key personnel – Click on Search For>Enter the IRB Project Number (IPN) in the Record Number field>Search by “IRB-XXXXXXXX” or “*XXXXXXXX”.
 - b. If you are the PI – you may click on “Show List” to see all of your projects.
 - c. If you are the delegate of one or more of the study’s key personnel (including the PI) with access to HS – you may click on Show List>Click on the People Icon and select the name of the PI for the record that you are looking for.
4. Click on the Yellow Folder of the project
5. The IRB Project record should load and show the main submissions folder. If you are able to add a submission, you should see “Edit Mode” in green text in the top right corner. If instead you see “View Mode” in red text, you do not have the ability to edit that record. This can happen two different ways:
 - a. Someone else is already in that record editing the submission
 - b. 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 help determining what is happening.

6. In the blue bar, there is a drop down menu with an “Add” button to the right. Use the drop down menu to select the type of submission you would like to add to the record, then click on “Add”.
7. Click on the blue “Add” link. Note there are two different options – “Add” and “Show Existing Protocol Attachments” – but the two are in close proximity. Be sure to click the “Add” link.
8. 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>

9. When finished adding all documents, click on close. The pop up window will close and the submission page will refresh and show all of your documents.
10. Click on the “Submit” button on the right side of the screen to send the project to the Office of the IRB.
11. You may click Done in the upper left corner to close out of the record.

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