Pre-ePortfolio Initiated Applications: How To Create a Continuing Review

Step 1: Log into IRAP (irap.uab.edu), using your BlazerID and Password

Step 2: In the left column, Click on “IRB/Human Subjects”

Step 3: Search for the IRB Project via one of the options below based on your role:
   - 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-XXXXXXXXX” or use the asterisk (*) before a portion of the protocol number as a wildcard for the search (ex: *XXXXXXXXX).
   - If you are the PI, click on “Show/List” to see all of your projects.
   - If you are the delegate of one or more of the study’s key personnel (including the PI) with access to human subjects:
     - Click on “Show/List”
     - Click on the “Show Delegates” (People) Icon
     - Select the name of the PI for the record that you are looking for.

Step 4: Click on the “Yellow Folder” to open the project

Step 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 you see “View Mode” in red text, you do not have the ability to edit that record. This can happen 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 6: 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 7: Click on the blue “Add” link.

Step 8: In the pop up window, scroll down to find the CONTINUING REVIEW EFORM:
   - Select the “Add” checkbox for the “CONTINUING REVIEW EFORM”.
   - Select the “Add” button.

Step 9: Open the CONTINUING REVIEW EFORM.

Step 10: Complete the information for the Continuing Review.

Step 11: When you are finished,
   - Scroll to the top of the form,
   - Click “Save”
   - Check “Complete”

Step 12: Close the form.

Step 13: In the protocol record, click Submit.

Step 14: Click Done to close the record.