

## How To Create a SIRB Site Addition Amendment

Below you will find instructions for users who wish to submit a Site Addition Amendment for a Single IRB protocol. These instructions can be used for protocols that existed prior to the ePortfolio, as well as protocols that were submitted using the ePortfolio.

- 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-XXXXXXXX” or use the asterisk (\*) before a portion of the protocol number as a wildcard for the search (ex: \*XXXXXXXX).
  - 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 “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 the “SIRB Site Addition Amendment”.
  - Click on “Add”.
- Step 9:** Open the SIRB SITE ADDITION AMENDMENT EFORM.
- Step 10:** Begin completing the SIRB Site Amendment eForm by answering the branch logic questions.
- Step 11:** When you are finished, scroll to the top of the form, click Save, and check Complete.
- Step 12:** Close the eForm.
- Step 13:** In the protocol record, click Submit.
- Step 14:** Click Done to close the record.