ePortfolio Initiated Applications: How to Create a Continuing Review

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

**Step 2:** Using the “Quick Find” in the upper right corner of the window, search for the IRB record number (e.g., IRB-300000000), or click here for alternative search methods.

**Step 3:** Click on the four lines next to the record number, hover over “Edit,” and select “Master Record.”

**Step 4:** The IRB Project record will open to the Summary page. Using the top navigation menu, select “Submissions.” 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 in 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 5:** 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 6:** Click on the blue “Add” link.

**Step 7:** In the pop-up window, scroll down to find IRB EPORTFOLIO:
- Check the Add checkbox for the “IRB EPORTFOLIO”.
- Select the “Add” button.
Step 8: Open the IRB EPORTFOLIO.
Step 9: Uncheck Complete in the upper right corner of the form. NOTE: The ePortfolio may contain information from previous submissions.
Step 10: On Page 1, select Continuing Review.
Step 11: Open the Continuing Review Sub-Form and select uncheck complete in the upper right corner of the form.
Step 12: Complete all the questions that appear on Page 3. NOTE: The most recently approved renewal information will be copied into the ePortfolio when submitting a new continuing review. The user must replace the old information with the updated renewal data.
Step 13: When finished, scroll to the top of the form, click Save, and check Complete.
Step 14: Close the form.
Step 15: In the protocol record, click Submit.
Step 16: Click Done to close the record.