**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-XXXXXXXX” 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 IRB EPORTFOLIO:
   - Select the the “Add” checkbox for the “IRB EPORTFOLIO”.
   - Select the “Add” button.

**Step 9:** Open the IRB EPORTFOLIO eForm.

**Step 10:** It is important to note that the ePortfolio will contain the information from previous submissions.
   - Uncheck “Complete” in the upper right corner of the form.

**Step 11:** On Page 1,
   - Select “Continuing Review” to indicate the type of application you are submitting to the IRB for review.

**Step 12:** Complete Page 2 to provide information for the Continuing Review.

**Step 13:** When you are finished,
   - Scroll to the top of the form,
   - Click “Save”
   - Check “Complete”

**Step 14:** Close the form.

**Step 15:** In the protocol record, click Submit.

**Step 16:** Click Done to close the record.