

ePortfolio Initiated Applications: How To Create an Amendment

- 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 appropriate submission type.
 - Click on “Add”.
- Step 7:** Click on the blue “Add” link.
- Step 8:** In the pop up window, scroll down to find IRB EPORTFOLIO:
- Check the Add checkbox for the “IRB EPORTFOLIO”.
 - Select the “Add” button.
- Step 9:** Open the IRB EPORTFOLIO.
- Step 10:** Uncheck Complete in the upper right corner of the form. NOTE: The ePortfolio will contain the information from previous submissions.
- Step 11:** On Page 1, select Revision/Amendment for the type of application you are submitting to the IRB for review.
- Step 12:** Complete Page 4 to describe the requested changes to the protocol.
- Step 13:** Make the requested changes to all applicable sections of the ePortfolio.
- Step 14:** When you are finished, scroll to the top of the form, click Save, and check Complete.
- Step 15:** Close the form.
- Step 16:** In the protocol record, click Submit.
- Step 17:** Click Done to close the record.