ePortfolio Initiated Applications: How to Create an Amendment

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 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 “Revision/Amendment”.
   • 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 will contain the information from previous submissions.
Step 10: On Page 1, select Revision/Amendment.
Step 11: Open the Revision/Amendment Sub-Form and select uncheck complete in the upper right corner of the form.

Step 12: Complete Page 4 to describe the requested changes to the protocol. NOTE: When submitting a new amendment, the most recently approved amendment information will be copied into the ePortfolio. The user must replace the old information with the current amendment request.

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.