

## 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: \*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 "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.