

How To Create an Initial Application Submission Using the ePortfolio

- Step 1:** Log into IRAP (irap.uab.edu), using your BlazerID and Password
- Step 2:** In the left column,
- Click on “IRB/Human Subjects”
 - Select “Create New”
- Step 3:** A new window will appear providing submission options:
- Select “Initial Application”
 - Select “Continue”
- Step 4:** Once selected, a “Protocol Creation” window will appear for the user to enter the title of the HS Protocol.
- Enter the title, capitalizing all words except for articles, prepositions and conjunctions. (Example title: “*The **Name of Important Research Being Done for an Important and Compelling Reason***” and not “The name of important research being done for an important and compelling reason”)
 - Select “Continue”
- Step 5:** A “Select PI” window will appear. *IRAP will automatically populate the last name, first name, and department name associated with the BlazerID and password used to log in.*
- To change the PI to another individual,
 - Delete the contents of this field
 - Begin entering in the appropriate information for the PI responsible for the protocol, using the following format: *Last Name, First Name – Oracle Department Name*. When a listing of names populate below the field, select the appropriate name.
 - Select “Continue”.
 - If no change is needed, select “Continue”.
- Step 6:** Click on the blue “Add” link
- Step 7:** In the Pop up under “Initial Application Components”, find IRB EPORTFOLIO.
- Check the “IRB EPORTFOLIO”
 - Click “Add”
- Step 8:** Open the IRB EPORTFOLIO, begin your submission.
- Step 9:** On Page 1 of the IRB EPORTFOLIO, select “Initial Application” for the type of application you are submitting to the IRB for review.
- Step 10:** Complete all sections of the IRB EPORTFOLIO sequentially, as the form uses branching logic to populate questions. Be sure to save the form often. Note that all ancillary documents and consent forms should be uploaded within the IRB EPORTFOLIO.
- Step 11:** When you have responded to all questions, scroll to the top of the form. In the top right corner, click ‘Save.’ Then, check complete. NOTE: If you have missed any required questions (designated by a red asterisk), an error message will appear. The error message provides the page number and text of the missed question. Click each question in the error message, and the form will automatically navigate to the required question.
- Step 12:** Close the IRB EPORTFOLIO.

How To Complete the IRB Personnel eForm

- Step 1:** Open the IRB PERSONNEL FORM.
- Step 2:** In the section labeled Personnel, click the green “Add” button.
- Step 3:** In the popup window, Click on the letter that corresponds to the last name of the individual being added.
- Step 4:** Choose the individual being added in the dropdown list of names or begin typing the last name of the person being added in “Search for a particular entry” box and the dropdown list will update accordingly.

NOTE: If you are adding a UAB, Children’s of Alabama, or Birmingham Veteran’s Affairs Medical Center investigator whose name is not available in the picklist:

- *scroll to the OTHER PERSONNEL section,*
- *check yes,*
- *click Add, and*
- *enter the requested information for each investigator.*

- Step 5:** Once the correct name is displayed in the dropdown, click Select.
- Step 6:** Repeat steps 1-4 if adding multiple individuals.
- Step 7:** On the IRB PERSONNEL FORM navigate to the name(s) that was just added (note, the form lists the study PI first and all other personnel in alphabetical order according to last name).
- Step 8:** Choose a Role from the dropdown menu.
- Step 9:** Enter Degree(s)
- Step 10:** Select the appropriate checkboxes in the list of responsibilities.
- Step 11:** Answer the three (3) questions below the checkboxes.
- Step 12:** Verify that training is current or use the training certificates upload icon to add any training certificates that are not displaying in the individual’s training list.

NOTE: If a course is highlighted in red, it is expired. Look to the bottom of the list of training to see if a matching refresher course is current.

- Step 13:** Scroll to the top of the form, check Complete, and close the form.
- Step 14:** In the protocol window, click the Submit button.
- Step 15:** Click Done to close the record.