

How To Create an Initial Application Submission Using the ePortfolio

Below you will find instructions for users who are submitting new Human Subject Research Protocols. The ePortfolio should not be submitted for

Step 1: Log into IRAP (irap.uab.edu), using your BlazerID and Password

Step 2: In the left column,

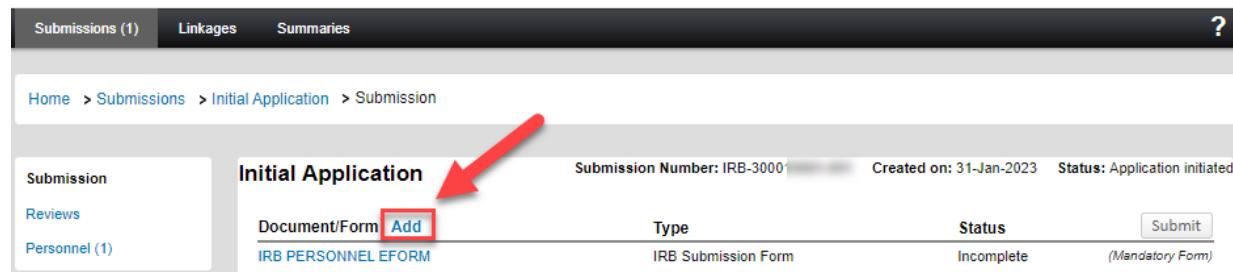
- Click on “IRB/Human Subjects”
- Select “Create New Human Protocol”

Step 3: In the “Protocol Creation” window,

- Enter the title, capitalizing all words except for articles, prepositions and conjunctions.
 - Example title: “***The Specific Name of Research Being Done for a Compelling Reason***” and not “The specific name of research being done for a compelling reason”
- A “Select PI” text box will appear at the bottom of the window.
NOTE: *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”.

The window will close and the information provided will appear for the new record.

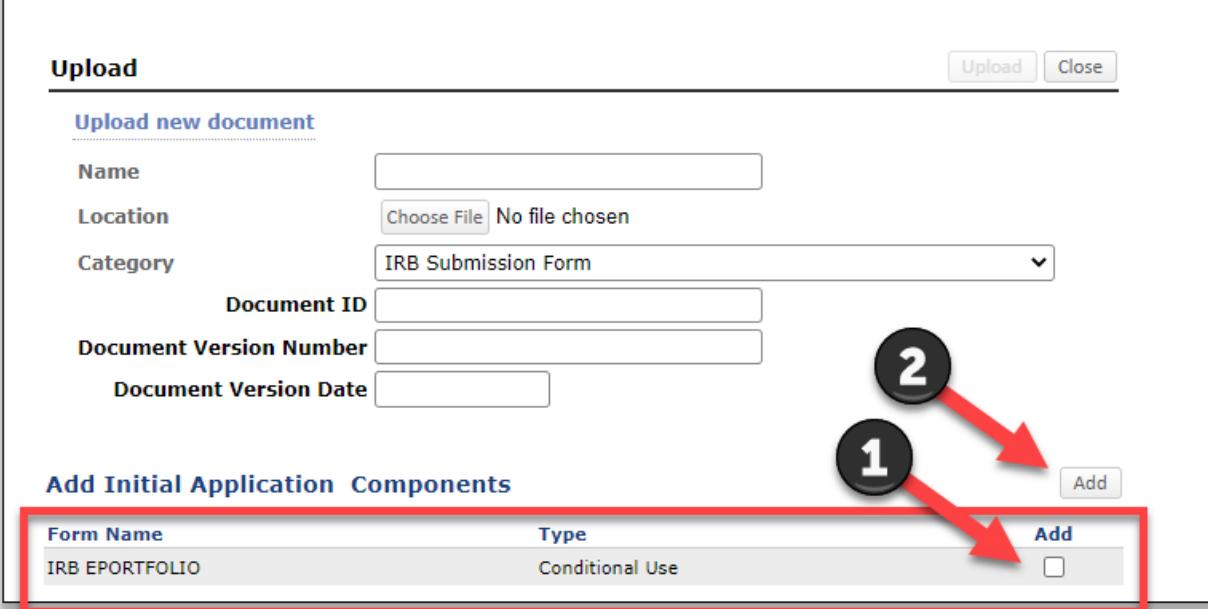
Step 4: **To add the ePortfolio to the new IRAP record:** Click on the blue “Add” link, next to “Document/Form”



The screenshot shows the IRAP interface for managing submissions. At the top, there are tabs for 'Submissions (1)', 'Linkages', and 'Summaries'. Below the tabs, the breadcrumb navigation shows: Home > Submissions > Initial Application > Submission. The main content area is titled 'Initial Application'. It displays the following information: Submission Number: IRB-3000, Created on: 31-Jan-2023, Status: Application initiated. Below this, there are fields for 'Document/Form' (with an 'Add' button highlighted by a red arrow), 'Type' (IRB Submission Form), and 'Status' (Incomplete, (Mandatory Form)). On the left sidebar, there are links for 'Submission', 'Reviews', and 'Personnel (1)'. At the bottom right of the main content area is a 'Submit' button.

Step 5: When the “Upload” pop up window appears, find the form named “IRB EPORTFOLIO” at the bottom of the window. Note: ***Do Not Change*** the “IRB Submission Form” Category.

1. Select the “IRB EPORTFOLIO” checkbox
2. Click the white “Add” button



Upload

Upload new document

Name	<input type="text"/>
Location	<input type="button" value="Choose File"/> No file chosen
Category	IRB Submission Form
Document ID	<input type="text"/>
Document Version Number	<input type="text"/>
Document Version Date	<input type="text"/>

Add Initial Application Components

Form Name	Type	Add
IRB EPORTFOLIO	Conditional Use	<input type="checkbox"/>

Step 6: The record page should refresh and the “IRB EPORTFOLIO” submission form will now be listed under “Document/Form”, along with the “IRB PERSONNEL EFORM”.

Open the IRB EPORTFOLIO, begin your application.

Step 7: In the “General Questions” section of the IRB EPORTFOLIO, select “Initial Application” from the dropdown box for “the type of application you are submitting to the IRB for review.”

Step 8: Complete all sections of the IRB EPORTFOLIO sequentially, as the form uses branching logic to populate questions. Please note the following:

- Be sure to save the form often, be selecting the gray “Save” button as your progress throughout the form.
- Note that all ancillary documents and consent forms should be uploaded within the IRB EPORTFOLIO, in the either the appropriate section of the form or in the “31. ATTACHMENT” section of the form.

Step 9: When you have responded to all questions,

- Scroll to the top of the form, then click “Save” in the top right corner.
- Check complete to lock the record for submission

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 10: Close the IRB EPORTFOLIO.

How To Complete the IRB Personnel eForm

Step 1: In IRAP, Open the IRB PERSONNEL FORM.

Step 2: In the section labeled “PERSONNEL”, click the green “Add” button to add new key personnel.

Step 3: In the “Personnel Listing” window, begin typing the last name of the individual being added. A dropdown listing of names will appear.

Step 4: Select the appropriate individual being added from the dropdown list of names.

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 down to the OTHER PERSONNEL section,
- Check “Yes”
- Click “Add”
- Enter the requested information for each investigator.

Step 5: Once the correct name is displayed in the dropdown, click the white “Select” button.

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: For each person, do the following:

- If the person will be serving as the Principal Investigator, click the “Principal Investigator” checkbox.
- Choose a “Role” from the dropdown menu.
- Verify that IRB 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.
- Enter Degree(s)
- Select the appropriate checkboxes in the list of key personnel responsibilities.
- Answer the three (3) dropdown questions below the checkboxes.

Step 9: Scroll to the top of the form,

- Select the “Save” button
- Check the “Complete” checkbox
- Close the form.

Step 10: If both the ePortfolio and the IRB Personnel eForm have been completed, click the “Submit” button to complete the IRB submission process.

Step 11: Click “Done” to close the record.