

Everything you never knew you needed to know about the IRB and PORF process

Take everything you know about IRB at UAB and throw it out the window, just kidding, sort of!



“I want to conduct a study!”

Whether funded or not, prospective, or retrospective, human subjects or non-human subjects, exempt, expedited, or full review:

1. DETERMINE THE TYPE OF STUDY YOU ARE CONDUCTING

There are several categories, such as exempt, expedited (with numerous categories) and full review. The links below contain resources to help you determine your type of application and what materials/info are required. *Of note, the Revised Common Rule resulted in changes where certain research categories now require only “exempt” applications.*

- [IRB Common Rule](#)
- [IRB Forms](#)

2. DETERMINE WHAT MATERIALS YOU NEED TO SUBMIT/UPLOAD TO IRB WITH YOUR APPLICATION ALONG WITH YOUR SON PORF REVIEW

Examples include a copy of your grant, surveys/questionnaires, consent form. Speaking of consent, per the aforementioned Common Rule, there are new changes to consents, such as a requirement of a Concise Summary Table on the first page. Templates for consents and concise summary tables (as well as an Information Sheet if your study does not require a consent doc).

3. BEGIN YOUR APPLICATION IN THE INTEGRATED RESEARCH ADMINISTRATION PORTAL (IRAP), BUT DON'T SUBMIT IT YET

UAB no longer uses Word documents for Human Subject Protocols and almost all other IRB forms/application materials (e.g., amendments). Now, an electronic IRB submission smart form called the IRB e-Portfolio, is being used. The following link will tell you all you need to know about this new system, including how to initiate a new application in IRAP. *Note that the e-Portfolio is a single application for all of the different submissions pathways (e.g., exempt, expedited, full board, etc.). The branching logic responses in section 5 of the e-Portfolio will direct you to the appropriate sections to complete for the correct submission pathway.*

- [IRB Training/eportfolio](#)
- [IRAP Home](#)

4. COMPLETE YOUR APPLICATION IN IRAP, BUT SAVE IT RATHER THAN SUBMITTING

Save the screen/page with your application as a PDF document. Google how to do this if you don't know (if is different for Mac vs PC). Then save the form in IRAP, and you will go back and submit once your **PORF** is approved.

WTF is a PORF?

WAIT FOR IT...

The PORF Process

INITIATE THE PROJECT OVERSIGHT REVIEW FORM (PORF)

A PORF must be submitted when you submit any new IRB protocol (IRB only requires it for certain types of apps, SON requires PORFs for internal tracking purposes for all apps).

Contact the ORS Navigator at ORS@uab.edu to initiate the Adobe Sign PORF. **We will not accept Word document copies of the PORF.** The PORF will be routed to your Chair and the PORF Committee Chair, Pariya Wheeler.

1. SEND MATERIALS

Email your Chair and Pariya Wheeler plfazeli@uab.edu your PDF IRAP application, along with all other study materials that were uploaded with your application (e.g., grant, consent, study measures).

2. SIGNATURES

All parties will digitally sign the PORF—usually within 1-3 days. The PORF will be emailed to you and you can then attach/upload it to your IRAP application and you can finally submit the application in IRAP. If your application didn't require a PORF you can simply direct it to your recycle bin whilst being annoyed that you did it in the first place.