

How To Submit a Problem Report

- 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 menu icon, hover over “Edit”, and select “Master Record.” **Note: The Summary page will open in View Mode only.**
- Step 4:** Using the top navigation menu, select “**Submissions**”.
- 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 “Problem Report”.
 - Click “Add”.
- Step 6:** Click on the blue “Add” link.
- Step 7:** In the pop up window, scroll down to find “PROBLEM REPORT EFORM”:
- Check the Add checkbox for the “PROBLEM REPORT EFORM”.
 - Select the “Add” button.
- Step 8:** Open the PROBLEM REPORT EFORM.
- Step 9:** Answer all questions that appear based on the branching logic.
- Step 10:** When you are finished, scroll to the top of the form, click Save, and check Complete.
- Step 11:** Close the eForm.
- Step 12:** **In the protocol record, click Submit.**
- Step 13:** Click Done to close the record.