

sIRB Continuing Review Submission Instructions: Rely on External IRB

- 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 four lines next to the record number, hover over “Edit,” and select “Master Record.”
- Step 4:** The IRB Project record will open to the Summary page. Using the top navigation menu, select “Submissions.” 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 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 “Continuing Review”.
- Click on “Add”.
- Step 6:** Click on the blue “Add” link.
- Step 7:** In the pop up window, click on “Browse”: Include the current external IRB continuing review approval letter and any newly approved UAB site assent form(s)/consent form(s)/information sheet(s). When uploading documents into IRAP, use the [IRAP Naming Conventions](#) and date format (.yyymmdd):

- Select the external IRB continuing review approval letter.
- Select the “Open” button.
- Select the Category as “IRB Approvals”.
- Use the “Naming Conventions” link from above.
- Select the “Upload” button.
- Select the “Close” button.

If there are any newly approved UAB site assent form(s)/consent form(s)/information sheet(s)

- Select the “Choose file” button.
- Select the current version of UAB consent form(s) for the protocol.
- Select the “Open” button.
- Select the Category as “Consent/Assent Document (CF, AF, Info Sheet, Phone, Script, etc.)”.
- Use the [IRAP Naming Conventions](#).
- Select the “Upload”.
- Select the “Close button.”

Continue the process until all necessary documents are uploaded into the submission.

- Step 8:** In the protocol record, click Submit.
- Step 9:** Click Done to close the record.