

Submitting IRAS Applications

- From the navigate page, select the IRAS form from the right hand side, under Project Forms. This will take you to the page below with tabs across the top.

The screenshot shows the 'Navigation Page' for an IRAS project. At the top, it displays 'Project Title: Test TEST' and 'IRAS Project ID: 351025'. Below this, there are navigation tabs: 'Navigate', 'Add SSI', 'Amendments', 'Checklist', 'Transfer', 'Authorisations', 'Save/print', and 'E-Submit'. The 'Project Filter' section on the left contains several links, with 'Project Forms (Select the relevant form to get menus for submission, amendments etc.)' and the 'IRAS Form' link highlighted with a red circle.

- (this can either be done now, or after the next step 3) From the page, first select the checklist tab and follow the instructions to complete the table at the bottom. The table is a table where you log all your study documents against the title of the document, version date and version number. It is important this is correct and includes ALL documents related to the study and referenced in your IRAS. If they are not in this table with all the information required, then they will not be approved and will not appear on your approval letter (which will delay your set up and require you to submit a substantial amendment to get missing documents approved).

The screenshot shows the 'Navigation Page' with the 'Checklist' tab selected and highlighted with a red circle. Below the navigation tabs, the 'IRAS Form submission checklist' section is visible. It contains an important note: 'IMPORTANT: This checklist supports an application where supporting documentation is electronically submitted, with the application form, from IRAS to the review body. You must attach your supporting documentation to this checklist before submitting your application.' Below this, there are 'Notes about completing this checklist:' followed by a list of instructions:

- All letters must be dated. All other accompanying documents must bear version numbers and dates. Include reference numbers on documents, including the IRAS ID, where appropriate.
- All documents listed below that are applicable to the application must be submitted so that the application clearly describes the study and is complete with all required documentation.
- Ensure you enter subtitle, document version and document date (as applicable) for all uploaded documents by clicking and typing directly into the relevant fields.
- If a document is not attached to the checklist please state why in the "reason not supplied" field. For example if not applicable.

- Select the E-Submission tab and complete A-step 1, 2 and 4 (unless you have already uploaded the documents to the checklist in the step above here, in which case you can skip section A-step 2). This will check any major issues are resolved before you submit.

Application to: **Application to conduct research in NHS/HSC (incl. Ethical Review when required)**

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igate Add SSI Amendments Checklist Transfer Authorisations Save/print **E-Submission**

Project Filter
[Click here to go directly to the Project Filter questions](#)
Full Set of Project Data (Select this dataset to answer all the questions for your project)
[Click here to access the integrated dataset for all project forms](#)

Project Forms (Select the relevant form to get menus for submission, amendments etc)
[IRAS Form](#)

Electronic submission to review body

*****IMPORTANT - This application form and all supporting information are electronically submitted from IRAS to the review body(ies).*****
***** Please carefully follow the instructions provided below *****

A: Ensure your application is ready to submit:

1. Check your form is complete

- **Use** This function will only work if you used the completion tracking tool function (tick icons next to questions in dataset) to mark questions as completed; and/or
- **Review your form page by page**
Do this online or use the save/print tab functionality if you want to print a draft of your form for review.
- **NIHR Clinical Research Network Support**
If you wish to make an application for the study to be considered for NIHR Clinical Research Network (CRN) Support and inclusion in the NIHR Clinical Research Network Portfolio, please ensure you have selected 'yes' to IRAS Project Filter question 5b.

2. Upload supporting documents to the checklist

- Detailed guidance is provided on the checklist tab. You should read this carefully before uploading to ensure that the correct process is followed.

- We recommend you complete A step 1, 2 and 4 before step 3, as requesting authorisations before your application has been validated, means that if there are any issues with the form, your e-signatures are invalidated and must be re-requested.
- Once you have completed E-Submission tab Section A-step 1, 2 and 4, you can then complete Section A-Step 3 'Authorisations'.

HOME | MY PROJECTS | MY CONTACTS | MY DOCUMENTS | MY ACCOUNT | E-LEARNING | HELP | CONTACT US | LOGOUT

Navigation Page (Get to this page from anywhere in your project by clicking on 'Navigate')

Project Title: **Test TEST** IRAS Project ID: 351025
Project Type: **Research involving qualitative methods only**
Application to: **Application to conduct research in NHS/HSC (incl. Ethical Review when required)**

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Navigate Add SSI Amendments Checklist Transfer **Authorisations** Save/print E-Submi

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Project Forms (Select the relevant form to get menus for submission, amendments etc)
[IRAS Form](#)

Gather electronic authorisations for this IRAS Form Use this tab get electronic authorisations.

Please click [here](#) for step-by-step instructions on electronic authorisations. You must obtain electronic authorisations before you print the form for submission.

The following electronic authorisations are available for this form type:

| Authorisation Type | Status | Signing User | Action |
|--------------------------|----------|--------------|--|
| Sponsor's representative | Recalled | | <input type="button" value="Request"/> <input type="button" value="Sign"/> |
| Chief Investigator | Recalled | | <input type="button" value="Request"/> <input type="button" value="Sign"/> |

Electronic Authorisations History

- You should press request to request someone else signs, or sign if you are signing your own IRAS. A box will appear to enter the signatories email address if you press request. For Lancaster University sponsor signatures, please enter sponsorship@lancaster.ac.uk. The emails entered must have an IRAS account, so if you are adding your supervisor or CI in, please ensure they are aware they need to create an IRAS account first. You should then enter the email into the box that they used to make the account.

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IRAS
INTEGRATED RESEARCH APPLICATION SYSTEM

Navigation Page (Get to this page from anywhere in your project by clicking on 'Navigate')

Project Title: **Test TEST** IRAS Project ID: 351025
 Project Type: **Research involving qualitative methods only**
 Application to: **Application to conduct research in NHS/HSC (incl. Ethical Review when required)**

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Project Filter
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Project Forms (Select the relevant form to get menus for submission, amendments etc)
[IRAS Form](#)

Enter e-mail address of authoriser and press "Send" to request an electronic authorisation from another user in the system.

Send Request >> CANCEL

| User | Action |
|--------------------------|--------------------------|
| Sponsor's representative | Recalled Request Sign |
| Chief Investigator | Recalled Request Sign |

- Once everyone has signed, you can then go back to the 'E-Submission' tab and re-verify your application (Section A-Step 4), and if verified, continue with section. It is important to re-verify to ensure the submission button is active.

of the declaration page of the form.

4. Verify your application is ready to submit

You must use the "Verify your form" button to check that your application is ready to submit. This will trigger a basic check of your application and the results will be displayed in a pop-up box. Please ensure that pop-ups are enabled.

NOTE: your application will need to pass this verification step before e-submission is enabled.

Verify your form

***** IMPORTANT: Booking and submission must be completed on the same day *****
***** Do not proceed to next step unless you are ready to submit and you have passed the verification at step 4. *****

B: Book your application for review

5. Prepare for booking

- For all studies you will need to book your application online.
- You will not be able to book the application until it passes the verification check at step 4 above
- You will be asked to provide the IRAS Project ID and key information about your project as described in the application, so you must have this available during the booking process.
- If your study requires review by a REC please refer to the [HRA website](#) for information about RECs that could review your research and meeting dates.

6. Book your application

- When you are ready to book, click the button below. This will take you through to the electronic booking module. [The booking module uses a separate login. If you have not used the booking module before, you will need to create a new account by clicking 'create account'.](#)
- If you require assistance during the online booking process you can call 0207 104 8008.
- Confirmation of your booking will be provided via email.

- Section B is about booking your REC and HRA review (Section B-Step 6) this should be done only if you intend to submit on the same day as when you book. If you are not ready to submit, you should not book an appointment/slot.

B: Book your application for review

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- Confirmation of your booking will be provided via email.

Book application

*****When the booking has been made you must return to this page immediately and continue with the remaining steps below*****

C: Electronically submit your application

7. Add booking information to page 1 of the form

IMPORTANT: You must take care to only enter the REC Name, REC Reference Number, and Submission date. Amending any other information or clicking in any other fields at this point will invalidate your booking.

- Once you have booked your application for HRA review and if required booked a REC slot, you can then proceed to finalise submission (Section C-Step 7 and 8). This includes adding your booking information from step 6, and then 'E-Submit' your application as the final step.

*****When the booking has been made you must return to this page immediately and continue with the remaining steps below*****

C: Electronically submit your application

7. Add booking information to page 1 of the form

IMPORTANT: You must take care to only enter the REC Name, REC Reference Number, and Submission date. Amending any other information or clicking in any other fields at this point will invalidate your booking.

8. Click "E-submit application" button below

This will electronically submit your form and supporting documents uploaded to the checklist.

Note:

- You will not be able to e-submit the application until it passes the verification check at step 4 above and a booking has been made.
- The submission history (below) provides a record of your submission and updates on its status.
- Check these status updates to ensure that your application has been accepted for processing.
- The 'E-submit application' button will be disabled when your application has been submitted and/or it is being processed.

D: After you have submitted your application

If you:

- Have made a mistake and/or need to withdraw your application;
- Need to supply additional supporting documents;
- Need to electronically submit a response to a request during the review process (e.g. provide clarification(s) or revised application form: note - please ensure that you follow any instructions that accompanied the request for information/clarification).