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.

- (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).

- 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.

- 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'.

- 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.

- 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.

- 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.

- 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.

[E-Submit application]

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).