




## 12. Top Tips

### 1. 'i' buttons

Use the  buttons for question specific help at any point throughout IRAS - especially to answer questions in the Project Filter, which is the most critical element to get right.



### 2. Plan ahead

It takes time to complete IRAS. Get all of your information up front, speak to the relevant people to let them know when you may need their input and make sure you have the correct collaborators login email addresses.

### 3. Know what to submit

Read how to submit each form under the submissions and/or e-submission tabs. Do this early in the process to make sure you have plenty of time to request and receive 3rd party authorisations.

*Note: You will never submit the Full Project Dataset to a review body - you will only submit forms.*



### 4. Read Checklists

Most review bodies require additional documentation to process your application which will not be accepted without it, such as Participant information sheets, investigator brochure and advert used to recruit. Consult the checklist well ahead of submission to make sure you have all you need.

[Navigate](#) | [Add SSI](#) | [Amendments](#) | **Checklist** | [Transfer](#) | [Authorisations](#) | [Save/print](#)


E-Submission

**IRAS Form submission checklist**

**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.



**Instructions for attaching files:**

- Click on the file upload symbol  in the far right hand column of the row for the document you wish to submit. This opens a pop-up window where you can select the document to upload and enter details about it.
- Select where you want to upload the document from: Uploading from your hard drive - select the radio button for hard drive and then click on the button immediately below to open your computer's standard file browser window. Once you have chosen the file, simply complete the fields for document title, version number and date. Click the upload document button.  
Uploading from the IRAS document storage areas called 'My documents' or 'Project Documents' - Click the appropriate radio button to open a window showing all the documents you have saved in that IRAS storage area. Select the document you want to use, enter a name for the document and click 'Add document' button.
- When you have attached a document to the checklist the screen will show a summary of the details. Click on 'Close' to return to the checklist and select another document.



















**Notes about attaching files:**

- The field for the type of document is pre-chosen based on the item you selected in the checklist.
- All letters must be dated. All other accompanying documents must bear version numbers and dates. These will then show in your checklist.


**Notes about documents attached to this checklist:**

- 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.
- If a document is not attached to the checklist please state why in the 'reason not supplied' field. For example if not applicable, please enter "N/A". You can add/dit information in this field by clicking .
- The CI must send all the relevant documents and files to each PI.
- This button  allows you to add extra documents of the same type.
  - If any documents are revised as a result of review by any other body, the revised version must be submitted.


For information on submitting the documents and files attached to this checklist please select the "E-Submission" tab.

Document	Sub-title	Enclosed	Date	Version	Office Use	Reason not supplied		
<b>Project Information:</b> (All documents must be dated and/or have version numbers)								
Covering letter on headed paper		No						 
Research protocol or project proposal		Mandatory						 
Summary CV for Chief Investigator (CI)		Mandatory						 
Participant information sheet (PIS)		Mandatory						 
Participant consent form		Mandatory						 
Letters of invitation to participant		No						 
GP/consultant information sheets or letters		No						 
Sample diary card/patient card		No						 
Validated questionnaire		No						 

## 5. Project Filter

Do not rush to complete the Project Filter. Take time to answer the Project Filter questions and don't guess the answers. It's important to get the project filter right so that you generate the appropriate forms for your application. Use the  buttons to help if you are unsure.






[HOME](#) | [MY PROJECTS](#) | [MY CONTACTS](#) | [MY DOCUMENTS](#) | [MY ACCOUNT](#) | [E-LEARNING](#) | [HELP](#) | [CONTACT US](#) | [LOGOUT](#)



Project Title: **CTIMP research study** IRAS Project ID: **182500**

Section:

Application to:


 [Navigate](#) |  [Print](#) |  [Notes](#) |  [Save Now](#) |  [Undo](#)

Welcome to the Integrated Research Application System

**IRAS Project Filter**

The integrated dataset required for your project will be created from the answers you give to the following questions. The system will generate only those questions and sections which (a) apply to your study type and (b) are required by the bodies reviewing your study. Please ensure you answer all the questions before proceeding with your applications.

Please complete the questions in order. If you change the response to a question, please select 'Save' and review all the questions as your change may have affected subsequent questions.






On-line guidance is available wherever you see a hyperlinked word or this symbol displayed . Please read this guidance carefully.

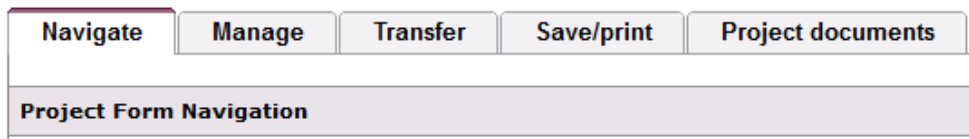
For Help with your application, click [here](#).

## 6. Navigation

It's easy to get lost in IRAS as the forms and project dataset look so similar. Remember the cues to look out for.

Depending on where you are within IRAS, you can use the 'Navigate' buttons and/or tabs to access all of the main functions like Transfer, Submission, Authorisations, Checklist, etc.

 [Navigate](#) |  [Print](#) |  [Notes](#) |  [Save Now](#) |  [Undo](#)



You will find 'Navigate' buttons within the Project Filter, Full Set of Project Data and within all of your forms; whilst the 'Navigate' tabs are available from the project Navigation page (on the Full Set of Project Data and forms). From the Navigation page, you can use the 'Navigate' tabs to see all enabled (active) questions in the project dataset or forms.

*Note: Avoid using the 'Navigate' buttons to complete the Full Project Dataset or forms, use the 'Next' buttons to answer successive questions.*

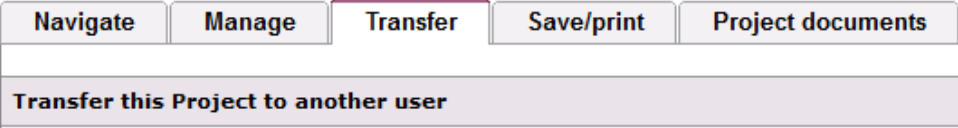
### 7. My Contacts

Use 'My Contacts' to avoid typing collaborators' and sponsor's details repeatedly.



### 8. Transfer

Share projects and draft forms with collaborators by using the Transfer tab. In most cases it is not possible for your collaborators to further transfer on to other people. However there are exceptions (e.g. the ARSAC form).



(The transfer tab is available from the Navigation window within all forms and the full project dataset).

### 9. Save Now

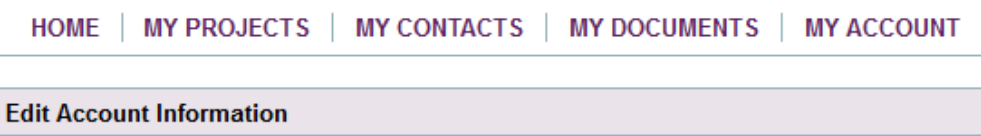
You can have a break from IRAS at any time - just click 'Save Now' and return later. Whenever you click 'Next' or 'Previous' the data is also saved.



IRAS will log you off if you have not used the system for a couple of hours (you will receive an 'Inactive Session Warning' first and can click to 'Continue using the site' to avoid being automatically logged off). If you do plan to leave your work for any length of time, it's best to save any changes first using 'Save Now'.

### 10. Login email

Remember which email address you used for your IRAS username and that of your collaborators. Be aware that the email address you use to email each other may be different from the one needed to access and share forms in IRAS.



*Note: If you need to change this at any time you can do so in 'My Account'. It's important to keep your email address up to date as this is what IRAS will use to send you notifications (e.g. about authorisations and transfers) as well as password reminders.*