

## HRA Approval – a step by step guide to using IRAS for applying.

11 August 2015

### This guide applies to the following forms in IRAS:

Project level forms:

- IRAS Form

Site-level forms:

- Site Specific Information (SSI) form

### Before you begin your application for HRA Approval:

HRA Approval is being implemented in phases and so before you start activities to prepare and submit your application for HRA Approval you should:

- Check that your project is [eligible to apply for HRA Approval](#)
- Refer to the HRA website for detailed [applicant guidance](#)

### Prepare your application for HRA Approval:

**! Your application for HRA Approval must be prepared [IRAS](#).**

1. Fully complete your project filter in IRAS for your project. At filter question 4 ensure you select the option for “HRA Approval”.

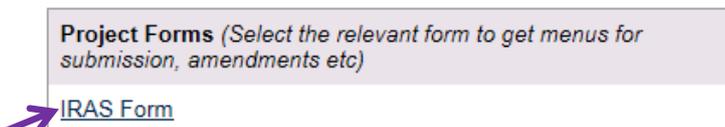
**! Currently HRA Approval is only available for projects that are taking place in England only. Consequently, HRA Approval option will only display where you indicate in the filter question 3 that sites are only in England and lead is England**



Tip >> When you select HRA Approval the options for applications to ‘NHS/HSC Research and Development’ and ‘Research Ethics Committee’ will be disabled (see screenshots above)

Tip >> Ensure that you complete all the filter questions as accurately as possible for your study. This will ensure you enable appropriate further options and forms. Please refer to the question specific guidance (click the icons) for further information and to help you select appropriate options and complete your dataset

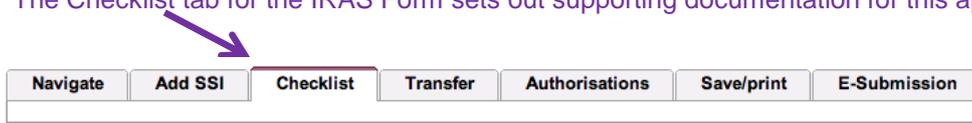
2. When you go to the Navigation Page, your application for HRA Approval will appear in the Project Forms list labelled as “IRAS Form”.



Tip >> Remember when you apply for HRA Approval you will not have separate NHS R&D and NHS REC Form applications.

3. Complete your dataset and prepare the supporting documentation for your application

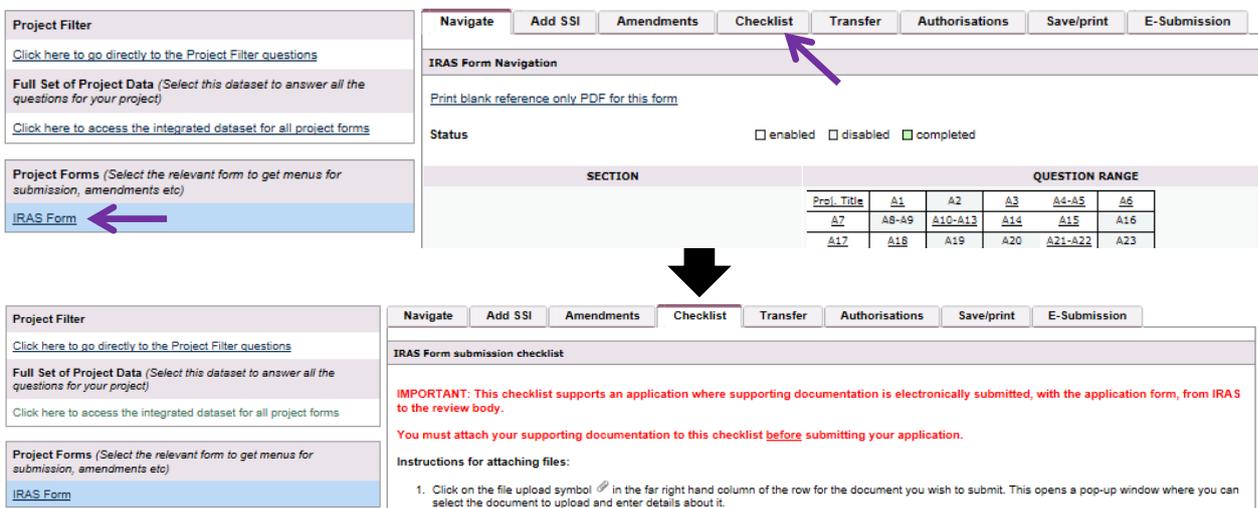
Tip >> The Checklist tab for the IRAS Form sets out supporting documentation for this application.



**! NHS research sites: With HRA Approval you will not need to complete and submit Site Specific Information (SSI) forms for these sites *but* you may need to complete the Statement of Activities document. Please refer to the [HRA website](#) for more information.**

4. Upload the supporting documentation for your application to the Checklist tab for the IRAS Form.

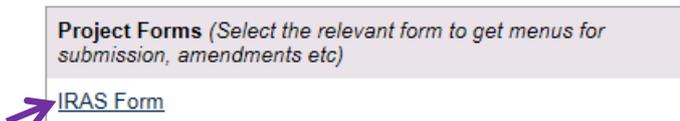
Tip >> Refer to the [IRAS step by step guidance on uploading documents](#)



**Prepare to submit your application for HRA Approval:**

**! Your application for HRA Approval must be electronically submitted to the HRA from [IRAS](#).**

1. Start by selecting the IRAS Form while in the Navigation page for the project.



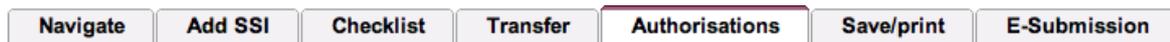
2. Check that your application (i.e. the IRAS Form) is complete.

- a. Review the form page by page and/or Print draft version from 'Save/print' tab

b. Use Check Your Form

**! This function only works if you used the completion tracking tool icons next to questions**

- Ensure that all necessary supporting documents have been uploaded to the Checklist for the IRAS Form.
- Gather electronic authorisations for all declarations in the IRAS Form.



**! Electronic authorisation of declarations is mandatory for application for HRA Approval**

Tip >> Refer to the [IRAS step by step guidance on electronic authorisation](#)

Tip >> Electronic authorisations will invalidate if you change the data after it has been authorised, so:

- Only seek electronic authorisations once the form is complete and ready for submission
- Do not make any changes to dataset after gaining authorisations
- Remember some questions are shared across multiple forms. If you change data in another form or the integrated dataset your form may be updated and invalidate authorisations

### Booking and submitting your application for HRA Approval

**! Booking and submission must be completed on the same day; late submissions may be rejected**

- Prepare for booking your application by gathering information ready to make booking. You'll need:

- Your IRAS Project ID



- To be ready to answer questions about your application

Tip >> You may find it helpful to have your project in IRAS open in front of you when you telephone to book

- Book your application for review. You will need to telephone the [Central Booking Service \(CBS\)](#) to book your application.

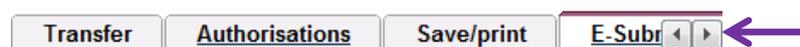
- After completing the booking, you will receive an email confirming the details of your booking; enter these details into page 1 of the IRAS Form.

**! Do not amend or add to any other fields in your IRAS Form as this will invalidate your electronic authorisations.**

- In IRAS, return to the E-submission tab



Tip >> This tab is located to the right, so depending on your screen, you may need to use scroll to it using arrows:



- Click on **E-Submit application** button to electronically submit application. This will send the application form and the files that you uploaded to the Checklist.
- Check submission history, at bottom of E-submission tab, to make sure your application has:
  - Successfully submitted; and
  - Been accepted for processing by the HRA

Submission history		
Submission	Status	Date Created

Tip >> It may take a few minutes for the status to update and you may need to refresh your browser

### **! Submissions will be automatically rejected if the application has not been booked**

- Once you have electronically submitted your application, the “E-submit application” button will be disabled. This ensures that only one copy of your form and supporting documentation is submitted. You will need to contact HRA if you:
  - Have made a mistake and/or need to withdraw your application
  - Need to supply additional supporting documents
  - Need to submit a response to a request from the HRA

## **Further guidance and support:**

Guidance for applicants: <http://www.hra.nhs.uk/resources/hra-approval-applicant-guidance/>

Contact the HRA Approval team: Email [hra.approval@nhs.net](mailto:hra.approval@nhs.net).