

# **HARP Member Portal** **User Guide for REC Members**

**Version 1.6 May 2017**

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## 1.ACCESSING THE HARP MEMBER PORTAL

The HARP (HRA Assessment Review Portal) Members' Portal is a web based management information system used by the HRA to enable the online electronic review of research ethics applications and amendments.

The HARP Members' Portal can be accessed from:

<https://www.harp.org.uk/Portal/Account/Login>

The system is optimised for Internet Explorer (IE) 10 and Firefox; however, it will also work on other web browsers.

To access the Portal enter the username and password provided by your REC Manager into the relevant fields and click on the Login button. If you do not have a HARP account or have any questions regarding HARP, please contact your REC Manager or the HARP helpdesk in the first instance: [helpdesk@harp.org.uk](mailto:helpdesk@harp.org.uk)

**Figure 1 – The login screen**

HARP Portal

HARP Member Portal has been updated to Version 1.2.8.  
For full details click [here](#).

HARP Member Portal Login

Username

Password

Log In

If you require help in accessing the member portal please contact your  
HARP Version 1.2.8 (20478), Build Date 12/07/2016 18:29:06. © NHS Health Research Authority

## 2.HARP MEMBER PORTAL TERMS & CONDITIONS

On login, you will be presented with the Terms & Conditions of use for the member portal. You will need to tick the box to state that you accept the Terms & Conditions, in order to

proceed to use the member portal. If you do not wish to accept the Terms & Conditions or have any questions, please contact your REC Manager in the first instance.

**Figure 2 – Terms & Conditions**

The screenshot shows the HARP Portal interface. The top navigation bar is purple with links for Calendar, Meetings, Applications/Amendments, Ethical Review Form, Help, and a dropdown for South Central - Oxford C REC. A user profile dropdown shows 'Harp Test'. Below the navigation bar is a breadcrumb trail: Home > Terms & Conditions. The main heading is 'Terms & Conditions'. The text states: 'By using the portal, I agree to the following conditions:'. It lists five conditions: 1. Not sharing access, passwords, or log details. 2. Holding information in confidence. 3. Saving documents on a password-protected device. 4. Deleting documentation after a final opinion is issued. 5. Informing the REC manager of confidentiality compromises. At the bottom are 'Accept' and 'Decline' buttons.

HARP Portal

Calendar Meetings Applications/Amendments Ethical Review Form Help South Central - Oxford C REC Harp Test

Home > Terms & Conditions

## Terms & Conditions

By using the portal, I agree to the following conditions:

1. I will not share access, passwords, user names or log on details to the HARP member portal with any other person.
2. I agree that I will hold the information contained in the HARP member portal in confidence, and I will not use the information for any purpose other than in my duties as a REC member.
3. I will only save documents relating to a REC application or amendment on a password protected device.
4. If REC documentation is saved to my device, I agree to delete the documentation relating to the application or amendment after the final opinion has been issued.
5. I agree to inform my REC manager if I become aware that the confidentiality of the documents saved on my device is compromised.

Accept Decline

### 3. USER ACCOUNT AREA

To access your account details select your name at the far right of the Main Menu and then select 'profile'. You are then able to view, edit and save your account details. You can change your password by ticking the Change Password check box and then entering the new password in the fields that appear. You can also view a copy of the Terms and Conditions from here once you have accepted them.

**Figure 3 – User Profile**

The screenshot shows a web browser window with the URL 'https://www.harp.org.uk/Portal/member/profile/default'. The page title is 'Richard Barrett'. There are two tabs: 'My Profile' (active) and 'Terms & Conditions'. The profile form contains the following fields: Title, First Name (Richard), Last Name (Barrett), Username (richardbarrett@hotmail.com), Email (richardbarrett@hotmail.com), Telephone, Fax, Address, Postcode, Committee (South West - Central Bristol Research Ethics Committee), Country (dropdown), Committee Position, Change Password (checked checkbox), and Old Password.

HARP

https://www.harp.org.uk/Portal/member/profile/default

### Richard Barrett

My Profile Terms & Conditions

Title

First Name Richard

Last Name Barrett

Username richardbarrett@hotmail.com

Email richardbarrett@hotmail.com

Telephone

Fax

Address

Postcode

Committee South West - Central Bristol Research Ethics Committee

Country

Committee Position

☒ Change Password

Old Password

You can access meetings either from the **calendar view** or **meetings** view.

## 4. THE CALENDAR VIEW

The Calendar view appears as soon as you login and displays every meeting that you are assigned to as a committee member. There are 4 meeting types that can be displayed, and each meeting type is identified by a coloured calendar entry as shown below.

**Figure 4 - The Calendar View**

**HARP Portal** | Calendar | Meetings | Applications/Amendments | Contacts | Review Documents | Yorkshire & The Humber - Leeds East

Home > Calendar

### Calendar

Legend: Committee (blue), Sub Committee (green), Chair's Actions (orange), PRS Sub Committee (red)

January 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2	3	4
5 14:30 Sub-Committee - 05/01/15	6	7 11:30 Chair's Action - 07 January 2015	8	9 12:00 Ad Hoc PRSC - 09 January 2015	10	
12	13		15	16	17	18
				23	24	25
				30	31	1

To view a meeting and all of the associated documentation, click on the meeting's calendar entry.

You can view different months by using the arrows in the top right of the screen.

HARP Version 1.1.0 (0), Build Date 14/01/2015 07:30:57. © NHS Health Research Authority

Please note, the calendar view will only show meetings which you have been assigned to attend.

## 5. THE MEETING VIEW

Clicking on the Meetings button in the purple bar at the top of the screen presents you with a list of all of the meetings which have been set up for the REC. Clicking on any of the meetings will allow you to view applications or documents which have been added to the meeting.

**Figure 5 - The Meeting view**

Meeting Type	Reference	Total CBS Slots	Free CBS Slots	Cutoff date	Meeting date
Sub-Committee of the REC	Sub-committee 7.9.2015	0	0	06/09/2015	07/09/2015 17:00
PRS Sub-Committee of the REC	Proportionate Review - 07/09/2015	4	0	31/08/2015	07/09/2015 09:15
Sub-Committee of the REC	Sub-committee 21.9.2015	0	0	20/09/2015	21/09/2015 17:00
Committee	NO more CTIMPS Full REC - September 2015	5	0	11/09/2015	25/09/2015 12:30
Sub-Committee of the REC	Sub-committee 5.10.2015	0	0	04/10/2015	05/10/2015 17:00
PRS Sub-Committee of the REC	Proportionate Review - 05/10/2015	4	4	28/09/2015	05/10/2015 09:15
Sub-Committee of the REC	Sub-committee 19.10.2015	0	0	18/10/2015	19/10/2015 17:00
Committee	Full REC - October 2015	6	6	16/10/2015	30/10/2015 12:30

## 6. VIEWING A MEETING

When you have selected a meeting from either the Calendar or Meetings tab you will see the following three pages associated with the meeting: Details, Documents, and Applications/Amendments.

**Figure 6 – Meeting Details Tab**

**January Meeting 23/01/2015**

Field	Value
Reference	January Meeting 23/01/2015
Type	Committee
Cutoff Date	09/01/2015
Meeting Date and Time	23/01/2015 12:30
Location	Board Room
Address	TASC, Residency Block C, Level 3 Ninewells Hospital & Medical School George Pirie Way Dundee
Postcode	DD1 9SY
Notes	

The Details Page displays the meeting's details: the meeting reference, the location of the meeting and any Notes that have been added by the REC Manager.

## Figure 7 - Meeting Documents Page

The Documents Page displays all of the documents (those not associated with an individual application) uploaded against a meeting in HARP and marked as available for review e.g. the Agenda, Minutes and REC Manager's Report. Click on the file name to view and download the document. You can add comments by clicking in the blue comments box.

The screenshot shows the HARP Portal interface. The top navigation bar includes 'HARP Portal', 'Calendar', 'Meetings', 'Applications/Amendments', and 'Ethical Review Form'. The user is logged in as 'Charlotte Allen' for 'South West - Central Bristol REC'. The breadcrumb trail is 'Home > Meetings > NO more CTIMPS Full REC - September 2015'. The page title is 'NO more CTIMPS Full REC - September 2015'. Below the title, there are tabs for 'Details', 'Documents', and 'Applications/Amendments'. The 'Documents' tab is active, showing a 'Meeting Files' section with a 'List' button. A table displays two documents: 'Full\_committee\_agenda\_Sept 2015.rtf' and 'REC Managers Report', both uploaded on 16/09/2015 at 13:09. Each document has a 'Reviewed' checkbox and a 'Comment' button. The footer indicates 'Showing 1 to 2 of 2 entries' and 'HARP Version 1.2.5732 (21185) Build Date 16/09/2015 06:38:01 © NHS Health Research Authority'.

File Name	Version	Date Upload	Document Date	Date Sent	Reviewed	
<a href="#">Full_committee_agenda_Sept 2015.rtf</a>		16/09/2015 13:09			<input type="checkbox"/>	<a href="#">Comment</a>
<a href="#">REC Managers Report</a>		16/09/2015 13:09			<input type="checkbox"/>	<a href="#">Comment</a>

## Figure 8 – Applications/Amendments Page

The Applications/Amendments page is where you can access the documents for the applications or amendments which have been assigned to the meeting.

The screenshot shows the HARP Portal interface. The top navigation bar includes 'HARP Portal', 'Calendar', 'Meetings', 'Applications/Amendments', and 'Ethical Review Form'. The user is logged in as 'Charlotte Allen' for 'South West - Central Bristol REC'. The breadcrumb trail is 'Home > Meetings > NO more CTIMPS Full REC - September 2015'. The page title is 'NO more CTIMPS Full REC - September 2015'. Below the title, there are tabs for 'Details', 'Documents', and 'Applications/Amendments'. The 'Applications/Amendments' tab is active, showing a section titled 'Assigned Applications'. A table displays four applications: 'Collection of Bone Marrow during Orthopaedic Surgery', 'The effect of toothpaste on tooth enamel to protect against erosion', 'TITAN, Protocol 56021927PCR3002', and 'Inflammatory Dendritic Cells in Arthritis'. Each application has a 'REC Reference' and an 'Application Type'.

Short Title	REC Reference	Application Type
<a href="#">Collection of Bone Marrow during Orthopaedic Surgery</a>	<a href="#">15/SW/0268</a>	Application (not requiring SSA)
<a href="#">The effect of toothpaste on tooth enamel to protect against erosion</a>	<a href="#">15/SW/0266</a>	Application (requiring SSA)
<a href="#">TITAN, Protocol 56021927PCR3002</a>	<a href="#">15/SW/0274</a>	Application (requiring SSA)
<a href="#">Inflammatory Dendritic Cells in Arthritis</a>	<a href="#">15/SW/0275</a>	Application (not requiring SSA)

To view the details and the documentation associated with one of the applications or amendments, click on either the short title or REC reference number.

## 7. VIEWING AN APPLICATION, AMENDMENT OR SITE SPECIFIC ASSESSMENT (SSA)

Clicking on the title or reference number for an application, amendment or SSA directs you to the ‘References’, ‘Documents’ and ‘Meetings’ tabs as shown in Figures 9, 10 and 11.

Figure 9– References tab

HARP Portal

CalendarMeetingsApplications/AmendmentsContactsReview Documents

South West - Central BristolCharlotte Allen

Home > applications > Application (not requiring SSA), REC Reference: 15/SW/0270, IRAS Project ID: 185211

The attitudes to ageing questionnaire for young adults version 1.0

ReferencesDocumentsMeetings

Back to meeting

Study Type

Other

Application Type

Application (not requiring SSA)

REC Reference

15/SW/0270

IRAS Project ID

185211

Eudract

ISRCTN

NCT

Short Title

The attitudes to ageing questionnaire for young adults versio

Protocol Number

The reference tab displays basic details regarding the application.

HARP Version 1.1.1 (31604). Build Date 23/08/2015 07:04:01 © NHS Health Research Authority

Figure 10 - Documents tab

### Documents Checked In

Show 20 entries

Search:

Document Type	Description	Checked In	Document Date	Received Date	Version	Reviewed	
Covering letter on headed paper	Covering Letter	03/11/2014	27/10/2014	03/11/2014	1	<input type="checkbox"/>	Comment
Evidence of Sponsor insurance or indemnity (non NHS Sponsors only)		03/11/2014	13/10/2014	03/11/2014		<input type="checkbox"/>	Comment
Other	SEED Information Governance Policy	03/11/2014	27/10/2014	03/11/2014	v3	<input type="checkbox"/>	Comment
Other	Prof. Graham Clarke CV_Supervisor	11/11/2014	10/11/2014	11/11/2014	1	<input type="checkbox"/>	Comment
Other	Dr Tracey Farragher CV - Supervisor	11/11/2014	10/11/2014	11/11/2014	1	<input type="checkbox"/>	Comment
REC Application Form	REC_Form_03112014	03/11/2014	03/11/2014	03/11/2014		<input type="checkbox"/>	Comment
Research protocol or project proposal	Project Protocol	03/11/2014	27/10/2014	03/11/2014	1	<input type="checkbox"/>	Comment
Summary CV for Chief Investigator (CI)	Charlotte Kelly CV	03/11/2014	06/10/2014	03/11/2014	1	<input type="checkbox"/>	Comment
Summary CV for supervisor (student research)	Claire Hulme CV	03/11/2014	06/10/2014	03/11/2014	1	<input type="checkbox"/>	Comment

Showing 1 to 9 of 9 entries

Previous

1

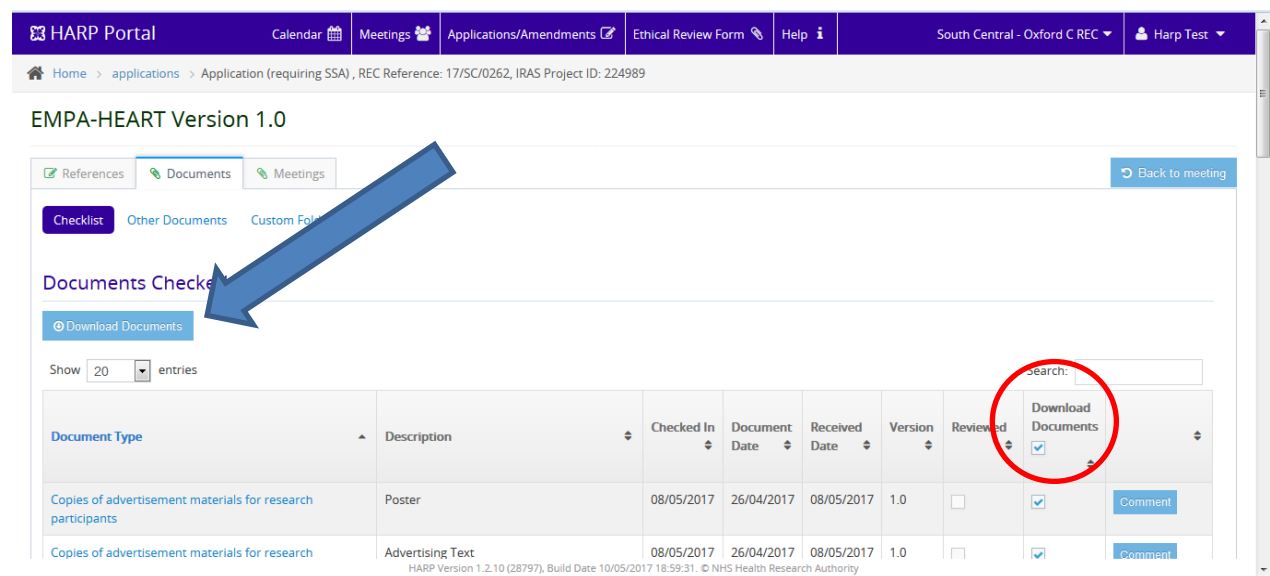
Next

The documents tab shows the submitted documents associated with the application or amendment.

To save a document click on the document which you would like to open, open the file and click 'Save as'.

If you would like to download and save all of the documents, you can click the 'download documents' button. This allows you to save a copy of the applications/amendments and read them at a later date. You can also download selected documents only by unchecking the relevant box in the download document column

**Figure 11 – 'Download Documents' button**



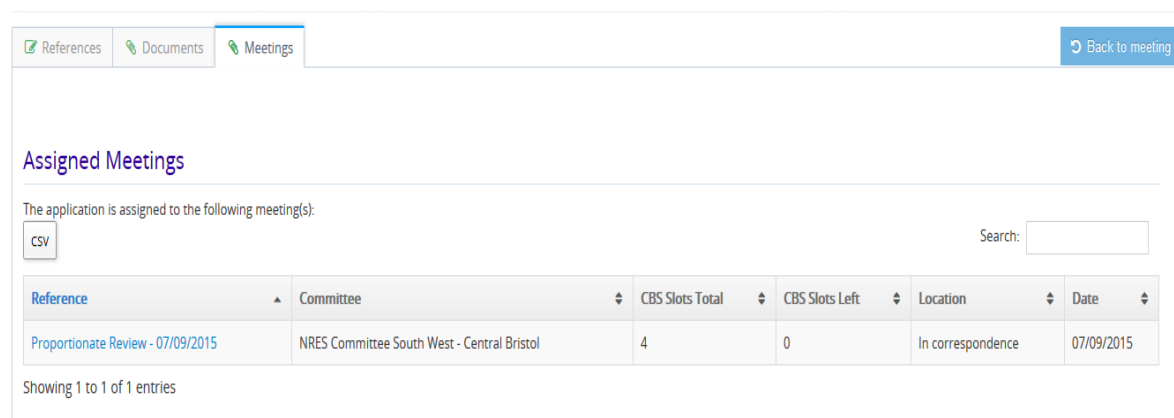
The screenshot shows the HARP Portal interface. The top navigation bar includes 'HARP Portal', 'Calendar', 'Meetings', 'Applications/Amendments', 'Ethical Review Form', 'Help', and user information. The breadcrumb trail is 'Home > applications > Application (requiring SSA), REC Reference: 17/SC/0262, IRAS Project ID: 224989'. The main heading is 'EMPA-HEART Version 1.0'. Below this, there are tabs for 'References', 'Documents', and 'Meetings'. The 'Documents' tab is active, showing a 'Documents Checklist' section with a 'Download Documents' button highlighted by a blue arrow. Below the button, there is a table of documents. The table has columns: Document Type, Description, Checked In, Document Date, Received Date, Version, Reviewed, and Download Documents. The 'Download Documents' column contains checkboxes, with the first two rows having checked boxes. A red circle highlights the 'Download Documents' column header and the first two rows. A 'Back to meeting' button is in the top right corner.

Document Type	Description	Checked In	Document Date	Received Date	Version	Reviewed	Download Documents
Copies of advertisement materials for research participants	Poster	08/05/2017	26/04/2017	08/05/2017	1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copies of advertisement materials for research	Advertising Text	08/05/2017	26/04/2017	08/05/2017	1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Figure 12 – Meetings tab**

The meetings tab shows which meeting/s the application or amendment has been assigned to.

The attitudes to ageing questionnaire for young adults version 1.0 Proportionate Review Application



The screenshot shows the HARP Portal interface with the 'Meetings' tab active. The top navigation bar is the same as in Figure 11. The breadcrumb trail is 'Home > applications > Application (requiring SSA), REC Reference: 17/SC/0262, IRAS Project ID: 224989'. The main heading is 'Assigned Meetings'. Below this, there is a section titled 'The application is assigned to the following meeting(s):' with a 'CSV' button and a search box. Below the search box, there is a table of assigned meetings. The table has columns: Reference, Committee, CBS Slots Total, CBS Slots Left, Location, and Date. The first row shows 'Proportionate Review - 07/09/2015' assigned to 'NRES Committee South West - Central Bristol' with 4 total slots and 0 slots left. A 'Back to meeting' button is in the top right corner.

Reference	Committee	CBS Slots Total	CBS Slots Left	Location	Date
Proportionate Review - 07/09/2015	NRES Committee South West - Central Bristol	4	0	In correspondence	07/09/2015



## 8. ADDING COMMENTS

You can add comments to each document by selecting the 'Comments' button. When you click the button a pop up appears (Figure 13). Once a comment has been added to a document, the 'Comment' button changes from blue to red. You can also view any other comments which have been added by other members or by the REC Manager. These comments can only be viewed when you are online. Please see 'Appendix A – Annotating documents' for information regarding adding comments to saved versions of documents.

**Figure 13 – Adding a comment**

To add a comment, type into the text box labelled 'Type your message here...' and click 'save'.

Other REC Members and the REC Manager will be able to see your comment. Clicking the 'private comment' box means that the comment will not be viewable to other.

At the end of the page in each application or amendment, there is an 'Overall Comments' box (Figure 14). Comments entered here can be seen by other members using the portal. You can also choose whether or not to make the comment viewable to the REC Manager.

**Figure 14**


Summary CV for student	Student CV	08/05/2017	20/04/2017	08/05/2017		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Comment</a>
Summary CV for supervisor (student research)	Supervisor CV	08/05/2017	15/03/2015	08/05/2017		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Comment</a>

Showing 1 to 20 of 22 entries

← Previous 1 2 Next →

[List](#) [Add Comment](#)

Overall Comments



harptest@gmail.com

I think a copy of the poster should be provided.

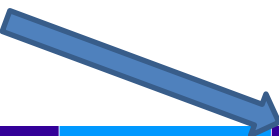
Visible to REC Manager

30/05/2017 14:34

## 9. ETHICAL REVIEW FORMS

The ethical review forms can be viewed and downloaded from the drop down menu 'Ethical Review Forms'.

**Figure 15 –Ethical Review Forms**



HARP Portal

Calendar Meetings Applications/Amendments Ethical Review Form

Search / Browse Applications Search / Browse Amendments

South West - Central Bristol REC Charlotte Allen

Home > ReviewDocuments > Ethical Review Form

Ethical Review Form

Search:

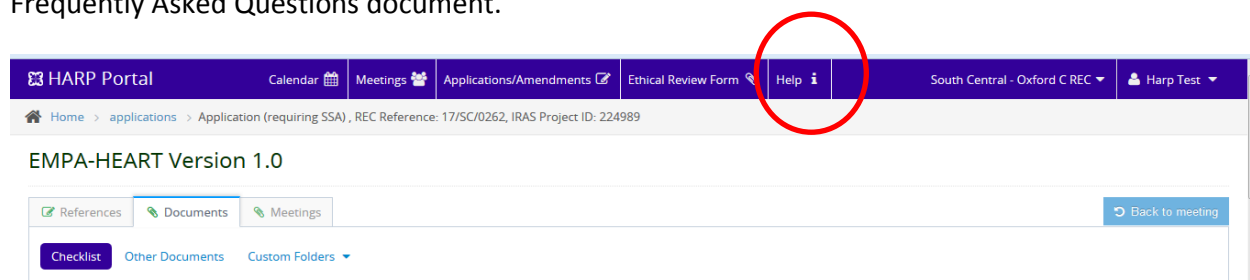
	Title
<a href="#">Download</a>	Ethical Review Form (MCA Studies)
<a href="#">Download</a>	Ethical Review Form

Showing 1 to 2 of 2 entries

Click the 'Download' button to open and save a copy of the Ethical Review Forms. The Ethical Review forms cannot be completed in the portal. You will need to enter your comments into your saved copy. The form can be saved to your device and completed at a later time.

## 10.HELP

Clicking on the Help icon allows you to access a copy of this User Manual and the accompanying Frequently Asked Questions document.



## 11. APPENDIX A – ANNOTATING DOCUMENTS

Comments can be added in relation to specific documents in the member portal as described in section 8 above. You may find this particularly useful for Proportionate Review applications and substantial amendments which are reviewed in correspondence. However, for full REC meetings in which you may not have access to an internet connection you may find it more useful to download the documents and insert comments and highlight information directly into the document; and view as a saved document at the REC meeting.

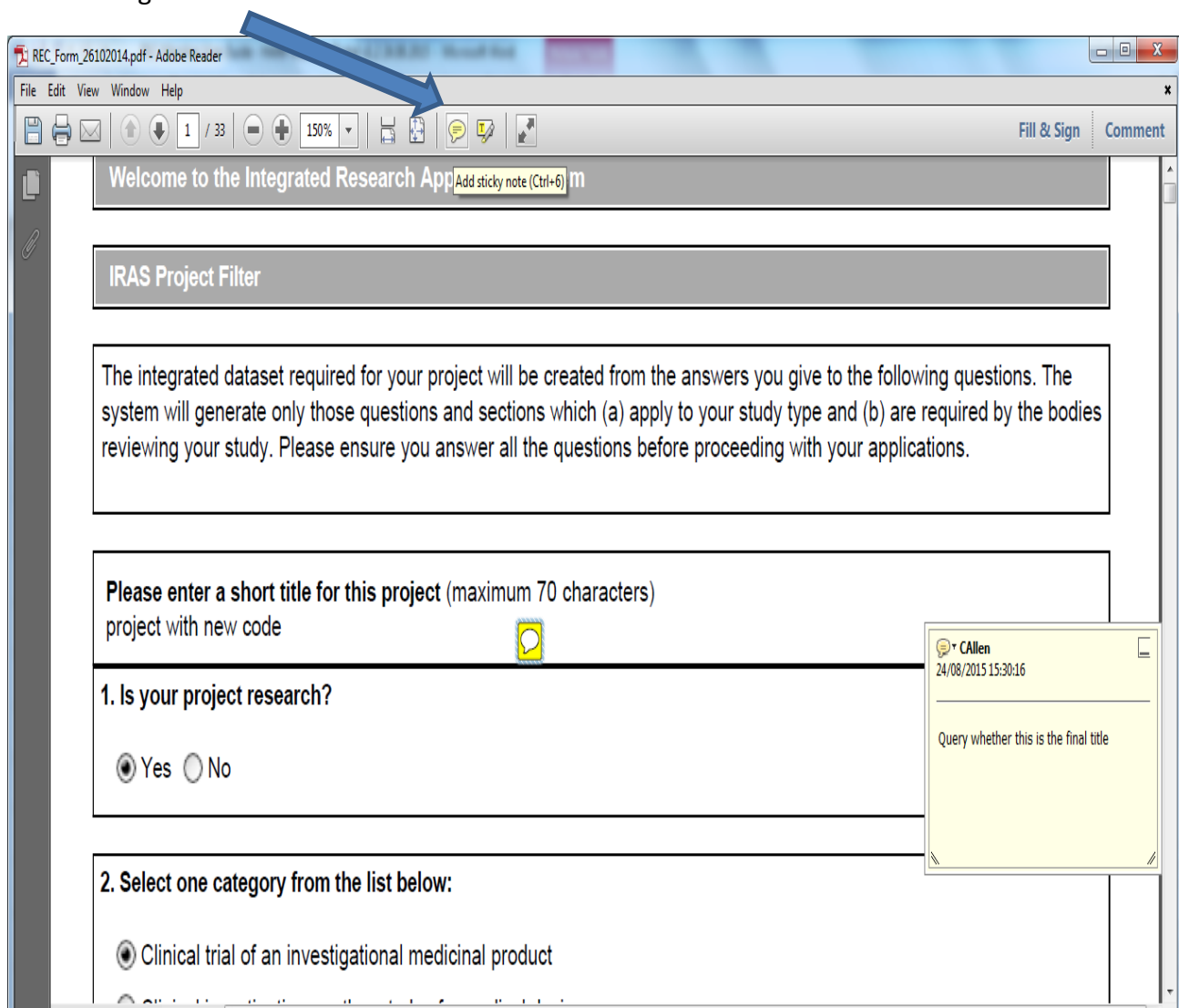
This appendix provides information regarding how to add comments and highlight sections on electronic copies of application documents.

## Adding Comments – PDF Documents

There are two ways of adding comments to a PDF document:

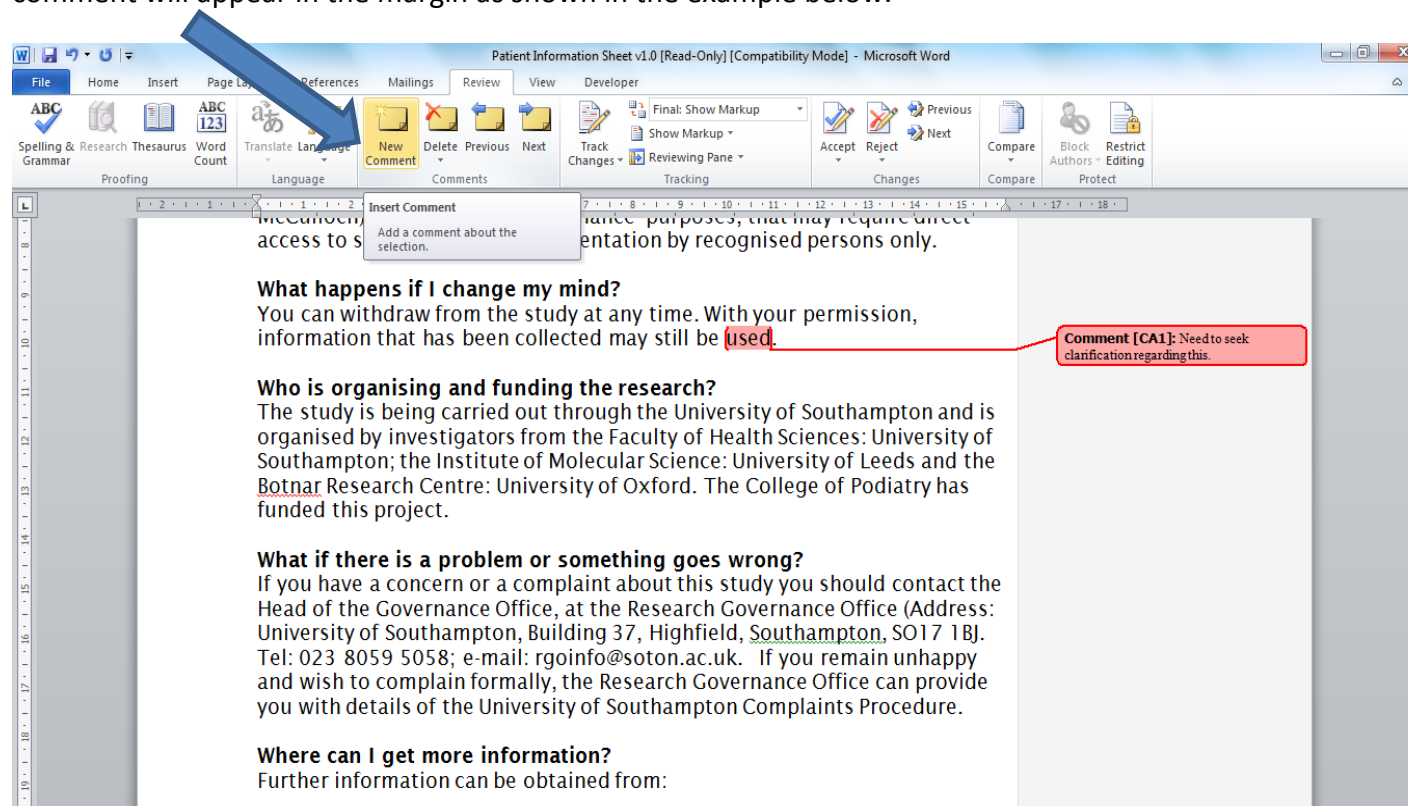
1. You can right click on the mouse and click 'add sticky note' OR
2. You can click the 'Add sticky note' button in the bar at the top of the document

The document including your comments can then be saved to your device to refer to during the meeting.



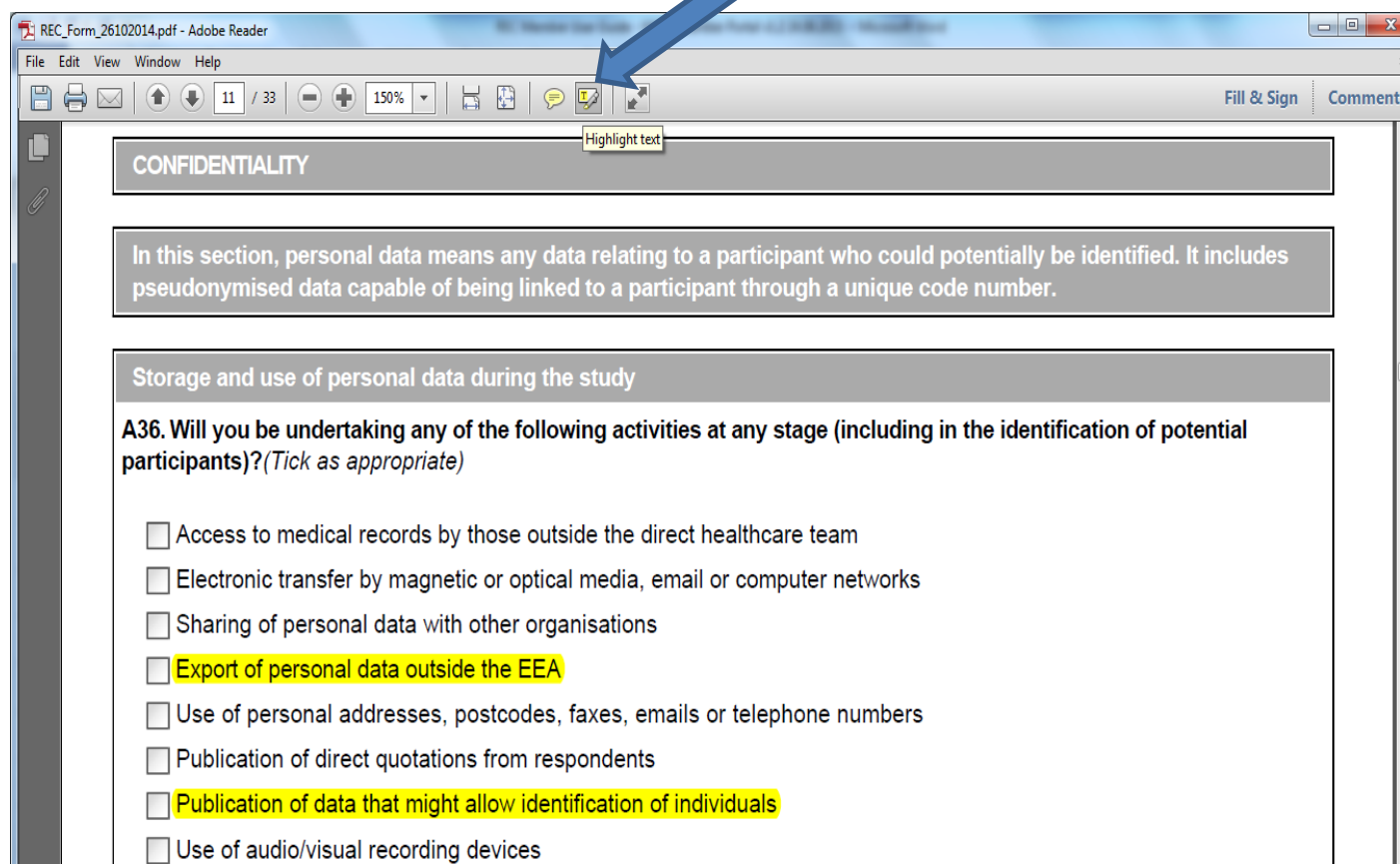
## Adding comments – Microsoft Word documents

Go to the Review tab and use the 'New Comment' button to insert a comment. The comment will appear in the margin as shown in the example below.

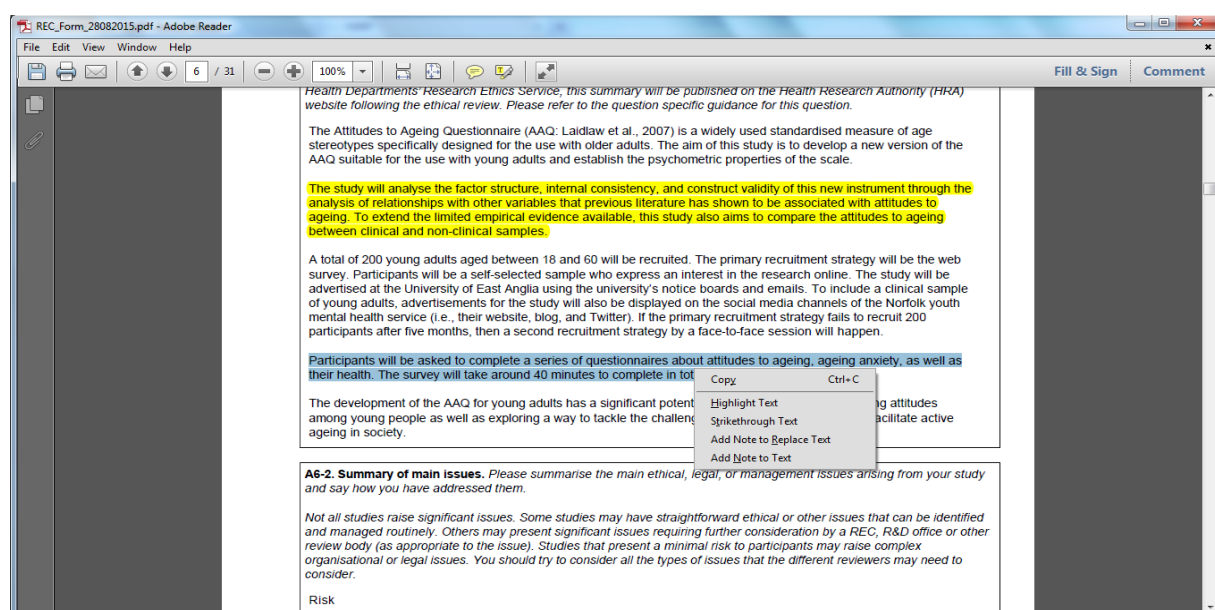


## Highlighting Documents – PDF documents

Use the highlighting tool to highlight sections of the application or supporting documents which you may wish to discuss during the meeting.

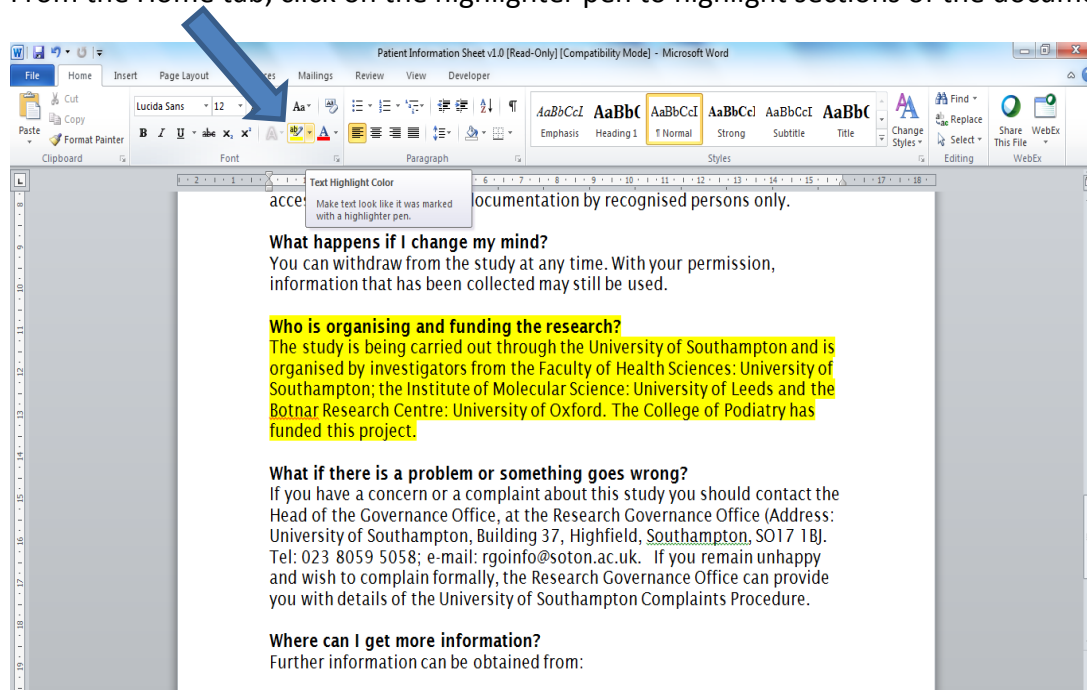


You can also highlight text by selecting the wording which you wish to highlight, right clicking the mouse and clicking 'Highlight text'



## Highlighting Documents – Microsoft Word Documents

From the Home tab, click on the highlighter pen to highlight sections of the document.



## Searching Documents for Key Words

You may find it useful to search documents for key words. Press the Ctrl key and the F key at the same time. Type the word which you wish to find in the Navigation box which appears. This works for both PDF and Microsoft Word documents.

