

# HRA Approval Portal User Manual for Viewers



## About This Document

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## The screenshots and examples provided in this manual

The screenshots provided in this manual are NOT from real studies. All research questions and names are entirely fictitious and while they represent common scenarios, any similarity to actual studies is entirely coincidental.



## Table of Contents

1	About HRA Approval.....	4
2	About the HRA Approval Portal .....	5
2.1	The HRA Approval Portal and your web browser.....	5
2.2	Your access details .....	5
2.2.1	Your HRA Approval Portal password.....	6
2.3	Get to the HRA Approval Portal .....	7
2.4	Log into the HRA Approval Portal .....	7
2.5	First time users - change your password .....	7
2.5.1	Change your password.....	8
2.6	Forgotten your password? .....	9
2.7	If your account gets locked.....	9
3	Working with your HRA Approval Portal profile .....	10
3.1	Update your profile details .....	10
4	About the HRA Approval Portal Application Search page.....	11
4.1	Search for a study .....	12
4.2	Open the details of a study .....	12
4.3	View HRA Approval documents linked to an application.....	13
4.3.1	Where you can find documents .....	14
4.3.2	The documents you can view .....	14
5	Reference Information: The fields on the HRA Approval Portal screens .....	16
5.1	The controls on the Documents tab .....	18
5.1.1	The fields on the Documents tab - Checked In panel .....	19
5.1.2	The fields on the Documents tab - Other Documents panel .....	20
5.1.3	The fields on the Documents tab - Custom Folder panel.....	20
5.2	The fields on the My Profile page.....	21
6	Further guidance and assistance.....	23



## 1 About HRA Approval

In England, HRA Approval provides the centralised assurances that enable NHS organisations to confirm there is permission to proceed, and applies to both portfolio and non-portfolio studies. In England the local confirmation to proceed, based on local capacity and capability, will be documented through the issue of HRA Approval and the single output of signing of the contract or exchange of agreements, there is no requirement for a separate local NHS permission letter.

The process is coordinated with those in the devolved administrations and with other regulatory approvals to unify the approval process for research in the UK. HRA Approval is available to NIHR portfolio studies and non-portfolio studies in England.

HRA Approval provides authoritative assurance to NHS organisations about the suitability, compliance and quality of research proposals.



## 2 About the HRA Approval Portal

The HRA Approval Portal allows you to gain assurance that a study has, or is in the process of gaining, HRA Approval. You have been set up on the Approval Portal with the user role of Viewer. This enables you to:

- Search for application details.
- Access the current assessment status, the REC opinion and HRA Approval outcome of specific studies.
- Add to, and update, your user profile. You can:
  - Add your contact and address details.
  - Change your password.

**Note:** you can only view HRA Approval studies on the HRA Approval Portal. Commercially sponsored Phase 1/2a Clinical Trials are excluded from the HRA Approval Portal.

### 2.1 The HRA Approval Portal and your web browser

As a web-based application you access the HRA Approval Portal through a web browser. It is optimised for the following browsers:

- Internet Explorer 9 and above
- Firefox 20 and above
- Google Chrome.

**Note:** there have been reports that the **Change Password** checkbox does not display with older browsers. Ensure you use an approved browser to access the HRA Approval Portal.

### 2.2 Your access details

Your HRA Portal log in details will be emailed to you.

The email address to which your HRA Approval Portal login details are sent is your HRA Approval Portal username. You will need to provide the full email address when logging into the Portal.

For example: john.smith@nhs.net.



You will receive either:

- An activation email from the HRA Approval Portal.  
Click the link in the email and you will be taken to the **HRA Approval Portal Password Activation** page where you must provide a new password.
- An email with your login details and password.  
If you receive your login and password details in this way we strongly recommend you log into the HRA Approval Portal and immediately change your password.

### 2.2.1 Your HRA Approval Portal password

Your password must adhere to the portal's password rules. The rules require your password:

- Is a minimum eight characters long.
- Contains at least:
  - one upper-case letter.
  - one lower-case letter.
  - one number.
- Should not be repeated.  
The Portal will not allow you to reuse your current or last password when you change. It is good practice to never reuse a password.

If you enter an incorrect password:

- The Portal displays a warning message the third time you try to access the system with an incorrect password.
- Your account is locked after five incorrect access attempts.

If you forget your password or become locked out of the system, send an email describing your issue to [hra.approvalportalsupport@nhs.net](mailto:hra.approvalportalsupport@nhs.net).

#### **Important**

Never use another user's account to access the HRA Approval Portal and do not give out your own account information.

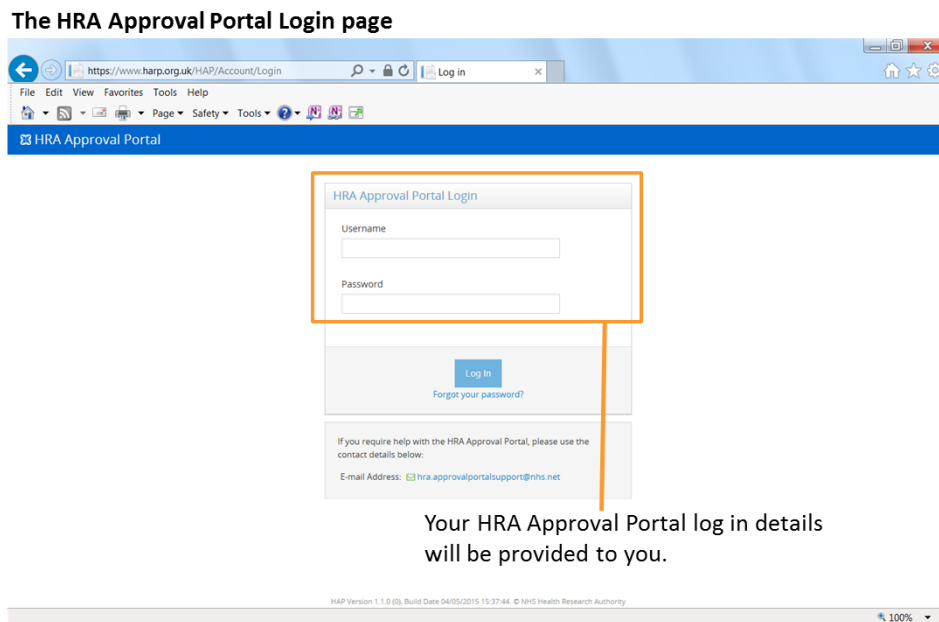


## 2.3 Get to the HRA Approval Portal

To access the HRA Approval Portal click the link below or type the address into your web browser:

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

When you arrive on the HRA Approval Portal the Login page is displayed:



## 2.4 Log into the HRA Approval Portal

When you have your username and password go to the HRA Approval Portal Login page:

1. Enter your username and password.  
**Remember** - your username is the full email address to which your HRA Approval Portal login details were sent.
2. Click **Log In**.  
The **HRA Approval Portal Application Search** page is displayed.

## 2.5 First time users - change your password

If you received your log in details in an activation email from the HRA Approval Portal you must specify your password when you click on the activation link.

If you received your HRA Approval Portal log in details in an email we strongly recommend you change your password as soon as you can.



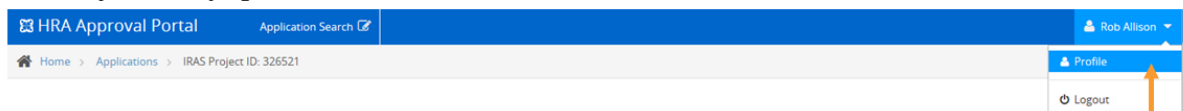
## 2.5.1 Change your password

To change your password:

1. Log into the HRA Approval Portal.
2. Go to the HRA Approval Portal banner, place your cursor on your name and then click on **Profile**.

The **My Profile** page is displayed.

### The My Profile page



To access the **My Profile** page:

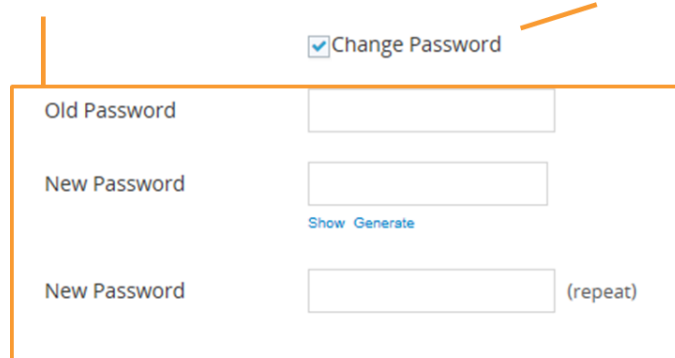
Place your cursor over your name in the Portal banner and click **Profile**.

Place your cursor.

3. Select **Change Password**.

The **Old Password** and two **New Password** fields are displayed.

The **Change Password** fields display when you select the **Change Password** option.

The image shows a 'Change Password' form. At the top, there is a checkbox labeled 'Change Password' which is checked. Below this, there are three input fields. The first is labeled 'Old Password'. The second is labeled 'New Password' and has 'Show' and 'Generate' links below it. The third is labeled 'New Password' and has '(repeat)' next to it. An orange box highlights the three input fields.

4. Type your current password into the **Old Password** field.
5. Type your new password into the first of the **New Password** fields.  
**Tip:** As you type your new password the characters you enter are masked. If you want to see the characters you have entered click on the word **Show** beneath the field.
6. Confirm your new password by typing it into the second **New Password** field.
7. Click **Save**.

You must use your new password the next time you log into the HRA Approval Portal.





## 2.6 Forgotten your password?

If you forget your password you can reset it on the HRA Approval Portal Log in page:

1. Click the **Forgot your password?** link.  
The **HRA Approval Portal forgotten password** screen is displayed.
2. Enter your log in email and click **Send**.  
The HRA Approval Portal automatically sends an email to the email address you use to log in. In this email you will be provided with a password activation code.
3. Click on the activation code in the email.  
The **HRA Approval Portal Password Activation** screen is displayed.
4. Enter your new password in the **New Password** field.  
**Remember:** your password must adhere to the password rules.
5. Enter your new password a second time into the **Confirm Password** field and then click **Change**.

## 2.7 If your account gets locked

The system allows five incorrect login attempts and will then lock the user account – preventing further login attempts.

If you find you are locked out of the system send an email to [hra.approvalportalsupport@nhs.net](mailto:hra.approvalportalsupport@nhs.net).

In the email provide your login email address and explain that your account has been locked.

You will receive an email with a temporary password.

### **IMPORTANT:**

Change your password as soon as you log into the HRA Approval Portal.



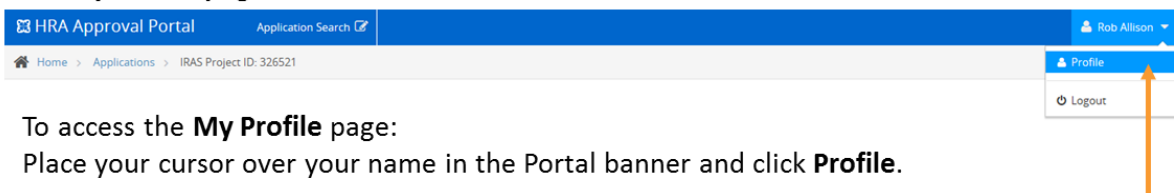
### 3 Working with your HRA Approval Portal profile

The **My Profile** page contains your personal and contact details, including:

- Your name
- Your HRA Approval Portal username
- Your contact information

There are also controls which enable you to change your password (described in section 2.5.1).

#### The My Profile page



To access the **My Profile** page:

Place your cursor over your name in the Portal banner and click **Profile**.

Place your cursor.

#### 3.1 Update your profile details

1. Go to the HRA Approval Portal banner, place your cursor over your name and then click on **Profile**.  
The **My Profile** page is displayed.
2. Make the required amendments, or additions, to your personal or contact details.  
**Note:** You cannot update your username (email).
3. Click **Save**.



## 4 About the HRA Approval Portal Application Search page

The **Applications Search** page enables you to search for, and access, application details.

Search for an application using one or more of the provided search fields. You can even base your search on partial details, although to keep the list of returned applications to a minimum you should provide as much information as you can.

Only HRA Approval studies are viewable in the HRA Approval Portal. Commercially sponsored Phase 1/2a Clinical Trials are excluded from the HRA Approval Portal.

### The HRA Approval Portal Application Search page

HRA Approval Portal Application Search

Home > Applications > Applications

Applications

IRAS Project ID CI Name EudraCT Sponsor HRA Approval Study

Yes

Keyword Search

Search Reset

This option cannot be amended.

The application search fields.

You can base your search on one or multiple search fields.



## 4.1 Search for a study

1. On the **Application Search** page enter your search criteria into the relevant fields.

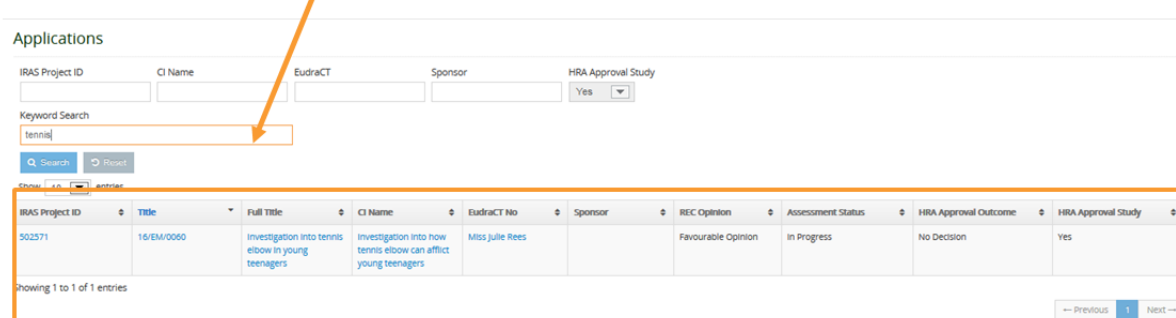
It is expected that the most usual search term will be the IRAS number.

2. Click **Search**.

The applications that match your search criteria are listed in the table.

### The Application Search page displaying results

This search has used a keyword from the study's title



The screenshot shows the 'Applications' search interface. At the top, there are input fields for 'IRAS Project ID', 'CI Name', 'EudraCT', 'Sponsor', and a dropdown for 'HRA Approval Study'. Below these is a 'Keyword Search' field containing the text 'tennis'. A blue 'Search' button and a grey 'Reset' button are next to it. Below the search bar is a table of results. The table has columns: IRAS Project ID, Title, Full Title, CI Name, EudraCT No, Sponsor, REC Opinion, Assessment Status, HRA Approval Outcome, and HRA Approval Study. One result is shown for IRAS Project ID 502571. The table is framed by an orange border, and an orange arrow points from the text 'This search has used a keyword from the study's title' to the 'tennis' keyword in the search field.

IRAS Project ID	Title	Full Title	CI Name	EudraCT No	Sponsor	REC Opinion	Assessment Status	HRA Approval Outcome	HRA Approval Study
502571	16/EM/0060	Investigation into tennis elbow in young teenagers	Investigation into how tennis elbow can afflict young teenagers	Miss Julie Rees		Favourable Opinion	In Progress	No Decision	Yes

Showing 1 to 1 of 1 entries

Previous 1 Next

The table lists applications which match the search criteria you specified.

## 4.2 Open the details of a study

1. Search for the application.

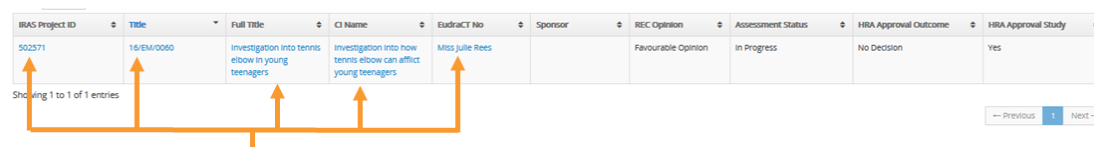
This process is described in the previous section.

2. Find the application in the list.

**Tip** - if the application is not displayed in the list check the page navigation controls at the bottom of the page. If there are too many applications to list on a single page the remainder are placed on different pages. Navigate to these pages using the links at the bottom of the screen.

3. When you locate the application click on any of the blue text in the table.

### Accessing a study from the list



The screenshot shows the same table as in the previous section. Orange arrows point from the text 'To access the study details click any of the blue references.' to the blue hyperlinks in the 'IRAS Project ID', 'Title', 'Full Title', 'CI Name', and 'EudraCT No' columns of the first row.

IRAS Project ID	Title	Full Title	CI Name	EudraCT No	Sponsor	REC Opinion	Assessment Status	HRA Approval Outcome	HRA Approval Study
<a href="#">502571</a>	<a href="#">16/EM/0060</a>	<a href="#">Investigation into tennis elbow in young teenagers</a>	<a href="#">Investigation into how tennis elbow can afflict young teenagers</a>	<a href="#">Miss Julie Rees</a>		Favourable Opinion	In Progress	No Decision	Yes

Showing 1 to 1 of 1 entries

Previous 1 Next

To access the study details click any of the blue references.



The **Study Record** screen is displayed showing the application details on the **References** tab.

### The Study Record screen shows application details on the References tab

The screenshot shows the HRA Approval Portal interface. At the top, there is a blue header with the portal name and an application search link. Below the header, a breadcrumb trail shows the path: Home > Applications > IRAS Project ID: 502571. The main title of the application is "Investigation into tennis elbow in young teenagers". Below this, there are two tabs: "References" (which is selected) and "Documents". The "References" tab displays a list of application details in a table-like format. An orange arrow points to the "HRA Approval Outcome" field, which shows "No Decision".

IRAS Project ID	502571
Title	Investigation into tennis elbow in young teenagers
Full Title	Investigation into how tennis elbow can afflict youi
CI/PI Name	Miss Julie Rees
Eudract CT Number	
Sponsor	(Sponsor was not set)
REC Opinion	Favourable Opinion
HRA Approval Study	Yes
Assessment Status	In Progress
HRA Approval Outcome	No Decision
HRA Approval Outcome Date	
Research Summary	We will study whether tennis elbow develops withi LONG TERM FOLLOW-UP

All information displayed on this tab is read-only.

### 4.3 View HRA Approval documents linked to an application

As a Viewer you will want to access the HRA Approval letter in order to be assured about the details of HRA Approval. You may also want to access the Pharmacy Technical Assurance.

1. Access the application details.

Refer to the previous sections for guidance about searching for and opening applications.



2. Go to the **Documents** tab.  
The Checklist documents are displayed.
3. To view HRA correspondence click on the **Other Documents** option at the top of the page.
4. Find the document in the list and click on its blue **Document Type** description.  
You are asked if you want to Open or Save the document.
5. Select the appropriate option:
  - If you click **Open**, the document opens immediately.
  - If you click **Save**, a copy of the document is saved either to the **Downloads** folder on your computer or you will be asked to specify a folder.

**IMPORTANT:**

**Study documentation should be supplied to sites by the sponsor/central study team.**

### 4.3.1 Where you can find documents

#### Viewing and downloading documents from the Documents tab

HRA Approval Portal Application Search

Home > Applications > IRAS Project ID: 326521

Tooth Decay Awareness Study

References Documents

Checklist Other Documents Custom Folders

You will find documents in these two folders.

Documents Checked In

Show 20 entries

Document Type	Description	Checked In
REC Application Form	REC application form	07/05/2015

Click on the document title to open it immediately or save a copy of it.

### 4.3.2 The documents you can view

#### Checklist

Click to display the list of documents provided by the applicant in their submission from IRAS to support the study application.



The documents visible in the checklist section:

- IRAS Form
- Protocol
- Letter from Funder
- Statement of Activities
- Industry Costing Template
- Template Agreement
- Pharmacy Technical Review Form
- Radiation Single Technical Review Form

In time, the documents that can be accessed through the HRA Approval Portal may change from what is listed above.

### **Other Documents**

Click to display the list of REC and HRA related correspondence that were uploaded to the application record.

Documents accessible here include:

- Initial Assessment Letter
- REC Validation Letter
- HRA Approval Letter
- REC Opinion Letter

In time, the documents that can be accessed through the HRA Approval Portal may change from what is listed above.

### **Custom Folders**

Click to display any custom folders created to organise and hold documents not covered by the checklist or uploaded into the **Other Documents** folder.

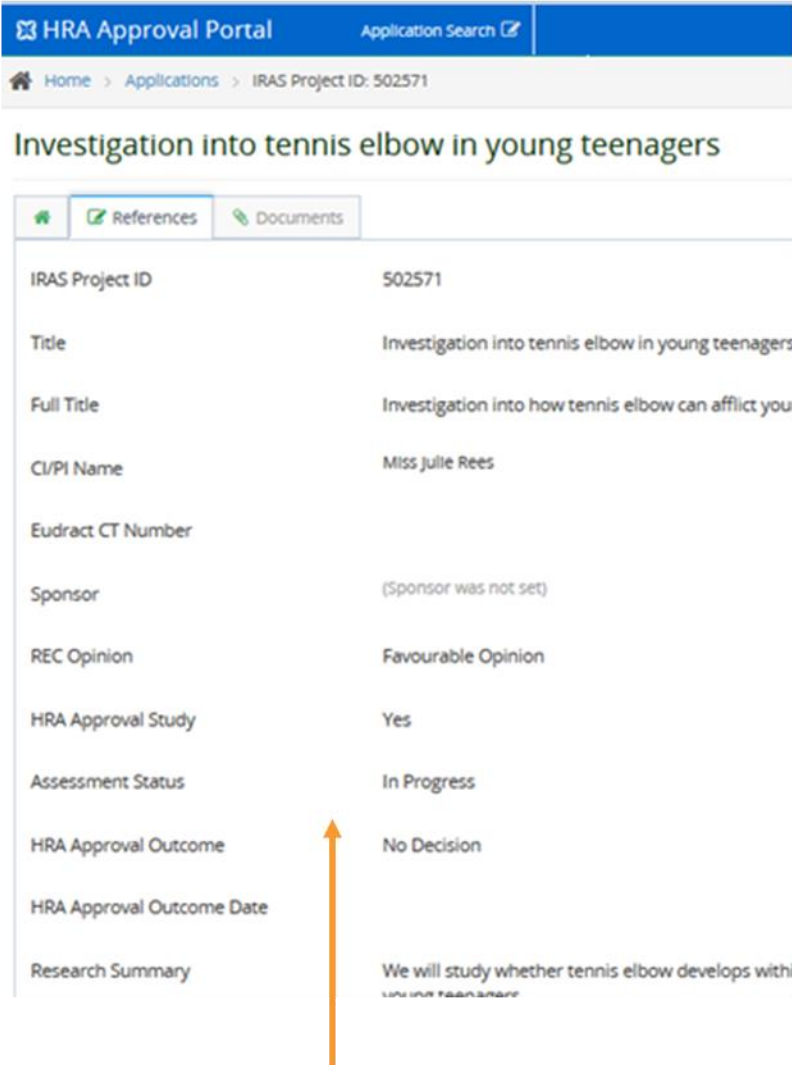
**Note:** this folder is rarely used.



## 5 Reference Information: The fields on the HRA Approval Portal screens

The fields on the **References** tab:

**The Study Record screen shows application details on the References tab**



The screenshot displays the HRA Approval Portal interface. At the top, there is a blue header with the portal name and a search bar. Below the header, a breadcrumb trail shows the navigation path: Home > Applications > IRAS Project ID: 502571. The main title of the study is 'Investigation into tennis elbow in young teenagers'. The 'References' tab is selected, showing a list of fields and their corresponding values. An orange arrow points to the 'HRA Approval Outcome' field.

Field	Value
IRAS Project ID	502571
Title	Investigation into tennis elbow in young teenagers
Full Title	Investigation into how tennis elbow can afflict youi
CI/PI Name	Miss Julie Rees
Eudract CT Number	
Sponsor	(Sponsor was not set)
REC Opinion	Favourable Opinion
HRA Approval Study	Yes
Assessment Status	In Progress
HRA Approval Outcome	No Decision
HRA Approval Outcome Date	
Research Summary	We will study whether tennis elbow develops withi

All information displayed on this tab is read-only.





### **IRAS Project ID**

The identification code generated by IRAS and assigned to the application.  
This number is automatically generated and assigned to the application when the project was first created in IRAS.

**Note:** There could be more than one record in HARP with the same IRAS number, for example: where an application has been required to be resubmitted to the Research Ethics Service.

Ensure you have the correct record displayed.

### **Title**

The short title of the application.  
This is the short title of the application entered into IRAS.

### **Full title**

This is the full title of the research as added to IRAS.

### **CI/PI Name**

The name of the Chief Investigator.

### **Eudract CT Number**

The EudraCT application number, obtained when applying for clinical trial authorisation.

### **Sponsor**

The name and organisation of the sponsor of the application / study.

### **REC Opinion**

The opinion given to the study by the Research Ethics Committee.

If the study does not require an ethical review, the following standard text is displayed: **Not applicable – non REC study.**

### **HRA Approval Study**

Indicates that the study has made an application for HRA Approval.

### **Assessment Status**

The current status of the assessment. Could be:

- In Progress
- Complete

### **HRA Approval Outcome**

The outcome of the HRA Approval review. This can be:



- No Outcome Set
- Approved
- Not Approved

### HRA Approval Outcome Date

The date on which the HRA Approval outcome was delivered.

### Research Summary

The summary of the research provided when the project was entered into IRAS.

## 5.1 The controls on the Documents tab



### Checklist

Click to display the documents submitted by the applicant, which have been made visible on the HRA Approval Portal, to support the study application. **Note:** See section 4.3.2 for a list of the documents that can be viewed here.

### Other Documents

Click to display the list of other HRA Approval related correspondence. **Note:** See section 4.3.2 for a list of the documents that can be viewed here.

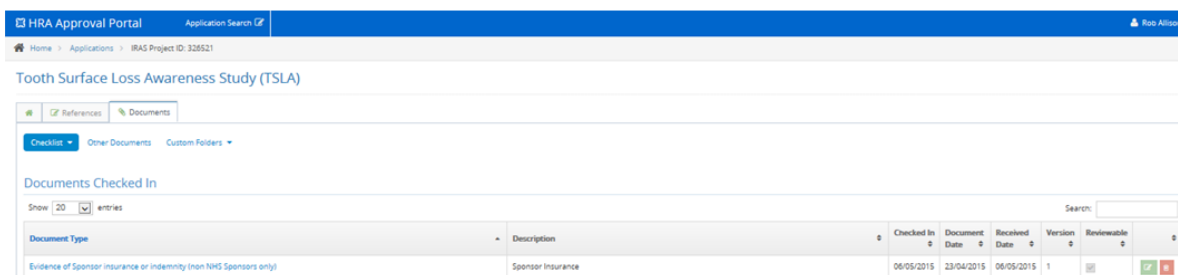
### Custom Folders

Click to display any custom folders created to organise documents. These folders are used to store documents not covered by the checklist or Other Documents.



### 5.1.1 The fields on the Documents tab - Checked In panel

#### The Documents tab with Checklist selected.



The screenshot shows the HRA Approval Portal interface. The top navigation bar includes 'HRA Approval Portal', 'Application Search', and a user profile 'Rob Allison'. The breadcrumb trail is 'Home > Applications > IRAS Project ID: 325521'. The main heading is 'Tooth Surface Loss Awareness Study (TSLA)'. Below this, there are tabs for 'References' and 'Documents'. The 'Documents' tab is active, and within it, the 'Checklist' sub-tab is selected. The 'Documents Checked In' section shows a table with the following data:

Document Type	Description	Checked In	Document Date	Received Date	Version	Reviewable
Evidence of Sponsor insurance or indemnity (non NHD Sponsors only)	Sponsor Insurance	06/05/2015	23/04/2015	06/05/2015	1	

#### Document Type

The type of document.

This was selected by the applicant when the document was submitted via IRAS.

#### Description

The description of the document that was added to the document record by the applicant when the document was submitted via IRAS.

#### Checked In

The date on which the document was imported into HARP.

#### Document Date

The date of the document.

This information was manually added to the document record when the document was submitted.

#### Received Date

The date on which the document was imported into HARP or received by the HRA. For example, this is the date on which the document was imported or, if a document is received by email but uploaded into the system on a later date, this is the date on which the email was received.

#### Version

The version number of the document.

This information was manually added to the document record by the applicant when the document was submitted.

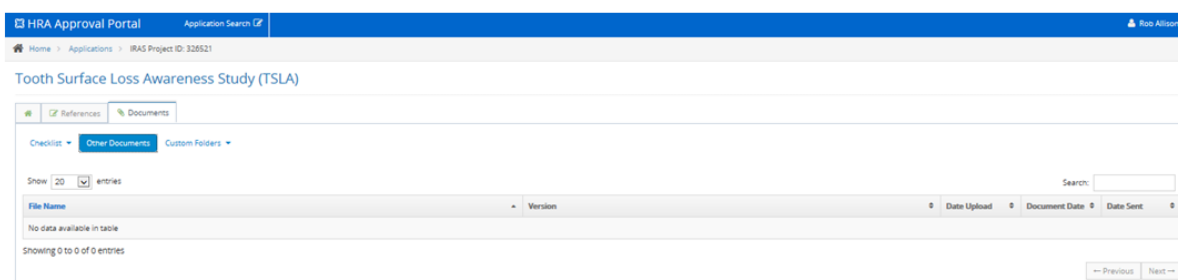
#### Reviewable

Indicates if the document is to be reviewed by members of the Research Ethics Committee as part of the application.



## 5.1.2 The fields on the Documents tab - Other Documents panel

### The Documents tab with Other Documents selected.



HRA Approval Portal Application Search

Home > Applications > IRAS Project ID: 326521

Tooth Surface Loss Awareness Study (TSLA)

References Documents

Checklist Other Documents Custom Folders

Show 20 entries

Search:

File Name	Version	Date Upload	Document Date	Date Sent
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

### File Name

The file name of the document.

### Version

The version number of the uploaded document.

This information was manually added to the document record when the document was uploaded into HARP.

### Date Upload

The date on which the document was uploaded to the system.

### Date Sent

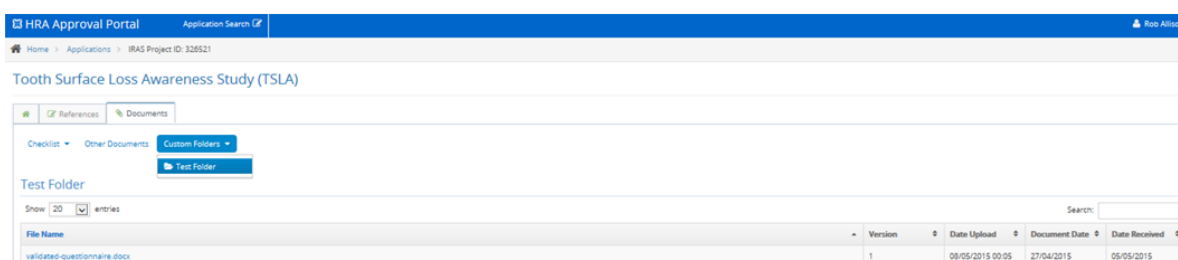
The date on which the document was sent to the applicant.

This information was manually added to the document record when the document was uploaded.

## 5.1.3 The fields on the Documents tab - Custom Folder panel

**Note:** this feature is very rarely used.

### The Documents tab with Custom Folders selected.



HRA Approval Portal Application Search

Home > Applications > IRAS Project ID: 326521

Tooth Surface Loss Awareness Study (TSLA)

References Documents

Checklist Other Documents Custom Folders

Test Folder

Test Folder

Show 20 entries

Search:

File Name	Version	Date Upload	Document Date	Date Received
validated-questionnaire.docx	1	08/05/2015 00:05	27/04/2015	05/05/2015

### File name

The file name of the document.

### Version

The version number of the uploaded document.



This information was manually added to the document record when the document was uploaded.

### Date Upload

The date on which the document was uploaded to the system.

### Document Date

The version date of the document.

This was manually added to the document record when the document was uploaded.

### Date Received

The date on which the HRA received the document.

This could differ from the upload date if, for example, the document was received in an email and uploaded at a later date.

## 5.2 The fields on the My Profile page

### The My Profile page

The screenshot shows the 'My Profile' page of the HRA Approval Portal. The page header includes the portal name and a search bar. The user's name, Mr Rob Allison, is displayed. The profile form contains the following fields: Title (Mr), First Name (Rob), Last Name (Allison), Username (e-mail) (rob.allison@hrc.net), Telephone (07771568263), Fax, Address, Postcode, and Country. There is a 'Change Password' checkbox and 'Save' and 'Reset' buttons at the bottom.

### Personal Details

Your personal details include:

- Title
- First Name
- Last Name
- Username

This information may have been detailed when you were set up as a user on the HRA Approval Portal.



You can add or amend any of these details except for your username (this identifies you as a user so cannot be changed).

### **Contact Details**

Your contact details include your:

- Telephone number
- Fax number
- Address (including post code and country)

These may have been added when your user record was set. You can add to, or amend, any of these details.

### **Change Password**

Select this option when you want to change your password. When you select this the change password fields are displayed you can use to change your password. Remember that your new password must meet the HRA Approval Portal password rules.



## **6 Further guidance and assistance**

For more information or guidance contact us at:

[hra.approvalportalsupport@nhs.net](mailto:hra.approvalportalsupport@nhs.net)

