1.9.3.1   IRAS Electronic Authorisations Step by Step

2. On the main navigation page, the applicant selects the relevant form that requires authorisation from the links under Project Forms, e.g. the REC form (do not select the full project dataset as this does not have an authorisation function).

3. The applicant selects the "Authorisations" tab on the right hand side of the main navigation page.

4. The tab will indicate all the authorisations that are required for that form, for that particular project.

5. The applicant selects the relevant type of authoriser (e.g. sponsor) and clicks the "Request" button.

6. The applicant enters the e−mail address of the authoriser and clicks "Send Request".

7. The tab now shows the authorisation that has been requested. Please note that the authoriser MUST have an account on IRAS and you must use the e−mail address that they used to register their IRAS account.

8. The authoriser will receive an email from IRAS requesting that they authorise the form with a link to log in.

9. When the authoriser logs into IRAS the main project page will now contain a "Requests or Authorisation" section below any projects they own.

10. The authoriser clicks "Open Request".

11. The main navigation page shows the relevant form. Only the "Authorisations" tab invisible, showing details of the authorisation required.

12. The authoriser clicks "Review Requested Form".

13. The main navigation page now shows the "Navigate" tab. The authoriser clicks on the "Navigate" to view the application data in read−only format.

14. If the authoriser is happy with the form, the authoriser clicks "Authorise Form".

15. When "Authorise Form" is selected, the authoriser is prompted to enter details including their username, password and contact details (i.e. post) for the signature then clicks "Sign". This acts as an extra layer of security to ensure that only the registered authoriser can electronically authorise an application.

16. The applicant will receive an email from IRAS confirming the authorisation. They can now navigate to the relevant section of the appropriate form. The declaration section will now contain the text: "This section was signed electronically by [name] on [date, time]".

17. Alternatively the authoriser can select "Reject Request". The applicant will receive an email from IRAS confirming that the request to authorise was rejected. The applicant should liaise directly with the authoriser to resolve the issue.