In the *Funding/Support* section of the E-IRB application, there is an "Add Related Grants" feature enabling the researcher to associate a specific research grant with the proposed (or approved) research activities.

- Research Description	
- / HIPAA	And Related Grants If applicable, please search for and select the OSPA Account number or Electronic Internal Approval Form (eIAF) # (notif #) associated with this IRB application:
– 🖍 Study Drug Information	Add Related Grants
– 🖋 Study Device Information	Grant/Contract Attachments
🕢 Research Sites	
Research Attributes	

If the application is in an active edit status for the researcher, a window will pop-up when the user **clicks the "Add Related Grants" button**. If an authorized **user has already taken the steps to associate a grant** with the E-IRB application, it will be **listed in a table in this pop-up window**.

Add Related Grants	Related Grants							+	• ¢ - ⊡ >
Add Related Grants Grant/Contract Attachm	UKRF	Account	Title	Sponsor	eIAF Notif #	AddBy	AddDate	ModBy	ModDate
	Delete 200205061423	466149	University of Kentucky Human Subjects Protection	National Center for Research Resources		<mark>je</mark> hrig	8/13/2018 3:22:50 PM	jehrig	8/13/2018 3:22:50 PM
	Add Grant								

If **no related grants have been associated** with the E-IRB application yet, **only the "Add Grant" button** will appear.

Add Related Grants If applicable, please search Add Related Grants Grant/Contract Attachmen	Related Grants No Related Grants Add Grant
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To add a related grant to the E-IRB application, follow these steps.

- 1) In the "Add Related Grants" pop-up window, click "Add Grant" to search a list of grants for which:
 - a. The Office of Sponsored Projects Administration (OSPA) has already created an account, AND
 - b. the name(s) of the Principal Investigator and/or Study Personnel match up with who is listed on the E-IRB application being worked on.
 - In the example depicted by the screen shot that follows, David Devore and Sheri Patrick are listed as study personnel on the E-IRB application.
 - There are other study personnel listed on the E-IRB application too, but none of them are named on a grant/contract for which OSPA has already created an account.

-	🗖 Rela	ted Grants										÷ ¢	- • ×
Add Related Grants	Cance	el Add Grant											
Add Related Grants		UKRF	Account	Title	Sponsor	eIAF Notif #	Investigator Last Name	First Name	Middle Name	Link Blue ID	ls Pl	Email	Departmen
Grant/Contract Attachments	<u>Select</u>	200205061423	466149	University of Kentucky Human Subjects Protection	National Center for Research Resources		Devore	David	в	DDEVORE	N	david.devore@uky.edu	Information Services
The research involves use of Department (O Yes No	<u>Select</u>	200205061423	466149	University of Kentucky Human Subjects Protection	National Center for Research Resources		Patrick	Sheri	J	SPATRICK	N	sheri.patrick@uky.edu	Information Services

- 2) Identify the related grant by UKRF #, account #, Sponsor name, person name, email, etc... and click "select" by that listing.
- 3) The grant selected will then be listed on the "Related Grants" pop-up window.

Add Related Grants										
Grant/Contract Attachm		UKRF	Account	Title	Sponsor	eIAF Notif #	AddBy	AddDate	ModBy	ModD
	<u>Delete</u>	200205061423	466149	University of Kentucky Human Subjects Protection	National Center for Research Resources		<mark>je</mark> hrig	8/13/2018 3:22:50 PM	jehrig	8/13/201 3:22:50

4) Close the pop-up window to return to the Funding/Support section and use the "Grant/Contract Attachments" button to upload the applicable grant and/or contract.

Add Related Grants Grant/Contract Attachments		enced Grants f annicable, please search for and select the OSPA Account number or Electronic Internal Approval Form (eIAF) # (notif #) associated with this IRB application
Grant/Contract Attachments	ĺ	
Grant/Contract Attachments	l	Add Related Grants
	- 1	Grant/Contract Attachments

Note, the **related grant selected in the pop-up window will not appear on the Funding/Support page** (it only displays when the pop-up window is activated by clicking on "Add Related Grants"). Attachments uploaded using the Grant/Contract Attachments button will display on the Funding/Support page.

If applicable, please sear Add Related Grants	rch for and select the OSPA Acco	ount number or Electronic In
Grant/Contract Attachn	nents	
Attach Type	File Name	

Creating this association between the E-IRB application and the grant in the OSPA system **facilitates the** grant/contract award process and improves reporting capability between units.