

HARP Member Portal Instruction video

Script & Storyboard December 2019

HARP Member Portal Login

Username
MRogerson

Password
●●●●●●●●

Log In

[Forgot your password?](#)

If you require help in accessing the member portal please contact your REC Manager.

HARP Version 1.2.16 (27440), Build Date 13/11/2019 19:13:25. © NHS Health Research Authority

VO: Welcome to the HARP Member Portal Instruction Video

We will now show you how to log in, change your password, find the meetings you are assigned to, view the relevant documents and complete your ethical review

The first thing you need to do is log in, using the username and password supplied to you by your Approvals Officer or by the Member Support team

Enter these, then click the 'log in' button

Mr Matthew J Rogerson

My Profile Terms & Conditions

Terms & Conditions

Version Number	Version Date	Date T&Cs Accepted	
2	10/05/2017	20/11/2019 10:16	View

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VO: When you enter the portal for the first time, the first screen you will see lists the Terms & Conditions

You will be asked to Accept the Terms & Conditions before you can proceed to the main site

The screenshot shows a web browser window with the URL <https://www.harp.org.uk/Portal/member/profile/de>. The page title is "Mr Matthew J Rogerson". There are two tabs: "My Profile" (selected) and "Terms & Conditions". The form contains the following fields:

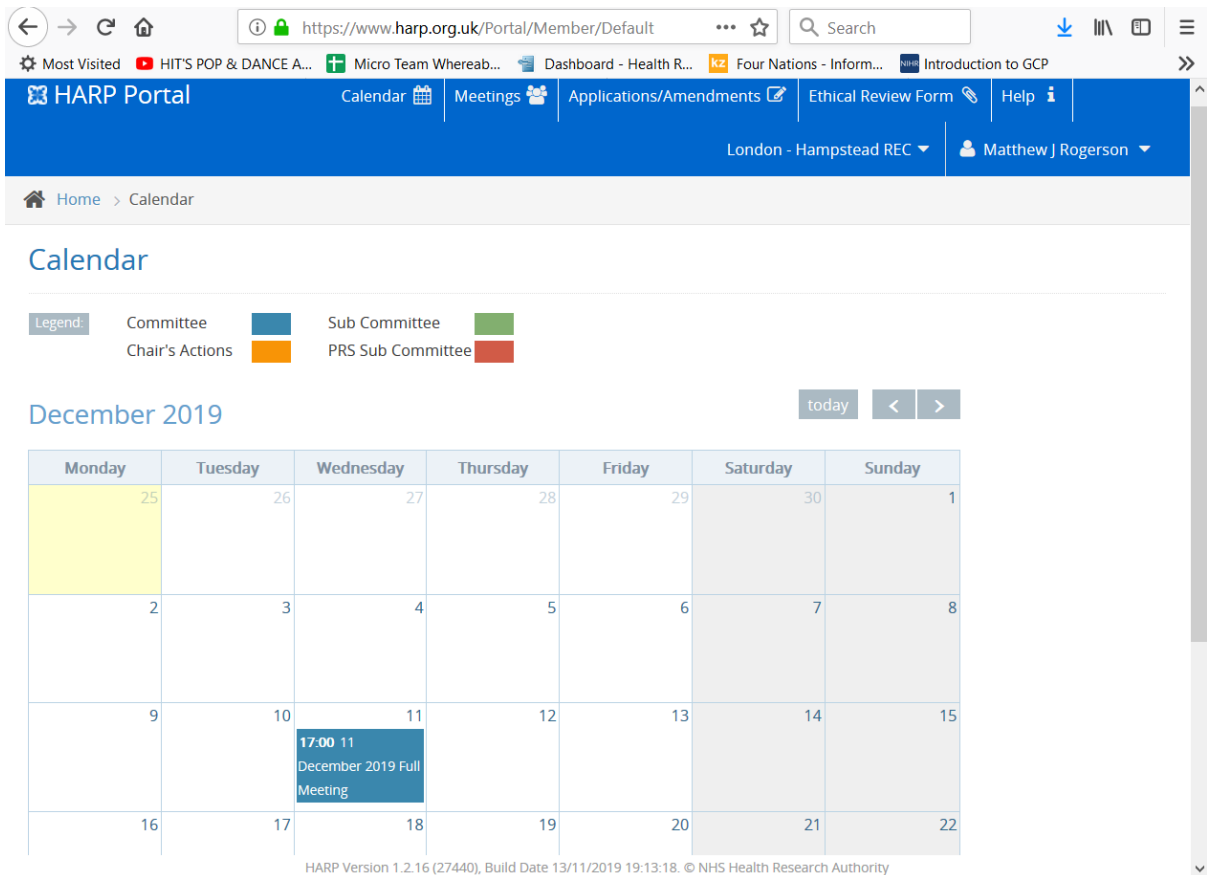
Title	Mr
First Name	Matthew J
Last Name	Rogerson
Username	matthew.j.rogerson@hotmail.co.uk
Email	matthew.j.rogerson@hotmail.co.uk
Telephone	
Fax	
Committee	London - Hampstead Research Ethics Committee
Committee Position	

At the bottom of the form, there is a green button labeled "Change Password".

VO: Once you have accepted the Terms & Conditions, it is good practice to change your password to something more memorable

To do this, select Profile from the top right hand corner, select the My profile tab, scroll down and click on the GREEN Change Password button

You will be prompted to enter your old password (the one you just logged in with), then enter your new password, then confirm this new password by entering it a second time. You can then click on SAVE and you're ready to go



VO: From here, please select the Calendar tab from the blue bar at the top of your portal display.

This is the tab that will appear every time you log in from now on

Meetings that you have been added to will appear in the calendar and are colour coded.

(describe colour codes)

If you have a colour vision deficiency (CVD) the meetings should be clearly labelled with text, but you can always speak to your Approval Officer if they aren't.

Click on the meeting to look at the applications

The screenshot shows the HARP Portal interface. The top navigation bar includes 'HARP Portal', 'Calendar', 'Meetings', 'Applications/Amendments', 'Ethical Review Form', and 'Help'. The user is logged in as 'Matthew J Rogerson' in the 'London - Hampstead REC' region. The breadcrumb trail is 'Home > Meetings > 11 December 2019 Full Meeting'. The main content area has three tabs: 'Details', 'Documents', and 'Applications/Amendments'. The 'Applications/Amendments' tab is selected and shows a table of assigned applications.

Short Title	REC Reference	Application Type
CANnabidiol for Parkinson's Disease Psychosis (CAN-PDP), version 1	19/LO/1967	Application (not requiring SSA)

Below the table, there are sections for 'Assigned SSAs' and 'Assigned Amendments', both of which display the message: 'There are no records found.'

VO: In the meeting window, the details tab displays the basic meeting details, such as time, date and location

The documents tab is where you can access documents such as the agenda, any minutes for checking, and the REC Report

The Applications/Amendments Tab is where you can access applications and conduct your review

Click on the application you wish to review like this

Home > applications > Application (not requiring SSA) , REC Reference: 19/LO/1967, IRAS Project ID: 271052

CANnabidiol for Parkinson's Disease Psychosis (CAN-PDP), version 1

References Documents Meetings Ethical Review Form [Back to meeting](#)

Checklist Other Documents Custom Folders

Documents Checked In

[Download Documents](#)

Show 20 entries Search:

Document Type	Description	Checked In	Document Date	Received Date	Version	Reviewed	Download Documents
Copies of advertisement materials for research participants	Poster Project Part II	22/11/2019	12/11/2019	22/11/2019	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copies of advertisement materials for research participants	Poster project Part I	22/11/2019	12/11/2019	22/11/2019	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cover letter on headed paper	Cover letter	22/11/2019	20/11/2019	22/11/2019		<input type="checkbox"/>	<input type="checkbox"/>

https://www.harp.org.uk/HARP&PDIExternal/ani/FileDownload/DownloadIstet?checkboxListDocumentID=3024706-4S-Health Research Authority

VO: The Application page also has several tabs

The references tab displays some basic details about the study

The Documents tab displays all the documents available for review for this particular study

Documents can be opened individually by clicking on the name of the document, but it is recommended that you download all documents to your device in a zip file

This is done by clicking on the blue 'Download Documents' button. Documents can then be accessed even without an internet connection

Name	Size	Packed Size	Modified	Created	Acces ^
1_Cover letter.pdf	178 417	165 765	2019-11-25...	2019-11-25...	2019
2_IRAS_Form_22112019.pdf	800 631	390 818	2019-11-25...	2019-11-25...	2019
3_Protocol CANPDP v1.0 _ 19.11.2019, signed.pdf	752 792	617 177	2019-11-25...	2019-11-25...	2019
4_CI_CV_Bhattacharyya_Nov_2019.pdf	95 516	85 048	2019-11-25...	2019-11-25...	2019
5_Research poster_version 1_Part II.pptx	444 964	376 755	2019-11-25...	2019-11-25...	2019
6_Research poster_version 1_Part I.pptx	382 644	314 465	2019-11-25...	2019-11-25...	2019
7_appointment letter can-pdp v1.0.docx	340 197	327 658	2019-11-25...	2019-11-25...	2019
8_Participant IS Part I version 1.0.docx	110 992	105 470	2019-11-25...	2019-11-25...	2019
9_Participant IS Part II version 1.0.docx	109 568	104 080	2019-11-25...	2019-11-25...	2019
10_Caregiver IS Part I version 1.0.docx	102 659	97 453	2019-11-25...	2019-11-25...	2019
11_Caregiver IS Part II version 1.0.docx	102 248	96 983	2019-11-25...	2019-11-25...	2019
12_Consultee IS Part I version 1.0.docx	107 980	103 080	2019-11-25...	2019-11-25...	2019
13_Control IS MRI substudy version 1.0.docx	102 924	97 367	2019-11-25...	2019-11-25...	2019
14_Consultee IS MRI substudy version 1.0.docx	103 187	97 613	2019-11-25...	2019-11-25...	2019
15_Consultee IS Part II version 1.0.docx	108 255	103 348	2019-11-25...	2019-11-25...	2019
16_Participants unable to consent IS Part I version 1.0.docx	96 031	91 078	2019-11-25...	2019-11-25...	2019
17_Participants unable to consent IS Part II version 1.0.docx	95 746	90 783	2019-11-25...	2019-11-25...	2019
18_Participant IS MRI substudy version 1.0.docx	104 426	98 848	2019-11-25...	2019-11-25...	2019
19_Participant Consent MRI sub-study version 1.0.docx	108 189	103 316	2019-11-25...	2019-11-25...	2019
20_Participant Consent Phase I version 1.0.docx	112 376	107 463	2019-11-25...	2019-11-25...	2019
21_Participant Consent Phase II version 1.0.docx	111 523	106 658	2019-11-25...	2019-11-25...	2019
22_Caregiver Consent Phase I version 1.0.docx	104 720	99 735	2019-11-25...	2019-11-25...	2019
23_Caregiver Consent Phase II version 1.0.docx	104 726	99 735	2019-11-25...	2019-11-25...	2019

VO: The great thing about downloading all the documents in the zip file is that they will always be presented in the same order, which can help with your review as documents are easy to find

The cover letter, IRAS form and Protocol will always be the first documents, followed by the Chief Investigator CV, recruitment materials, Participant Information Sheets and Consent Forms, then any other documents

Members have commented that this it is easier to navigate between documents and find what you are looking for this way

London - Hampstead REC | Matthew J Rogerson

Home > applications > Application (not requiring SSA) , REC Reference: 19/LO/1967, IRAS Project ID: 271052

CANnabidiol for Parkinson's Disease Psychosis (CAN-PDP), version 1

References | Documents | Meetings | **Ethical Review Form** | Back to meeting

Ethical Review Form (Main)

Download Form

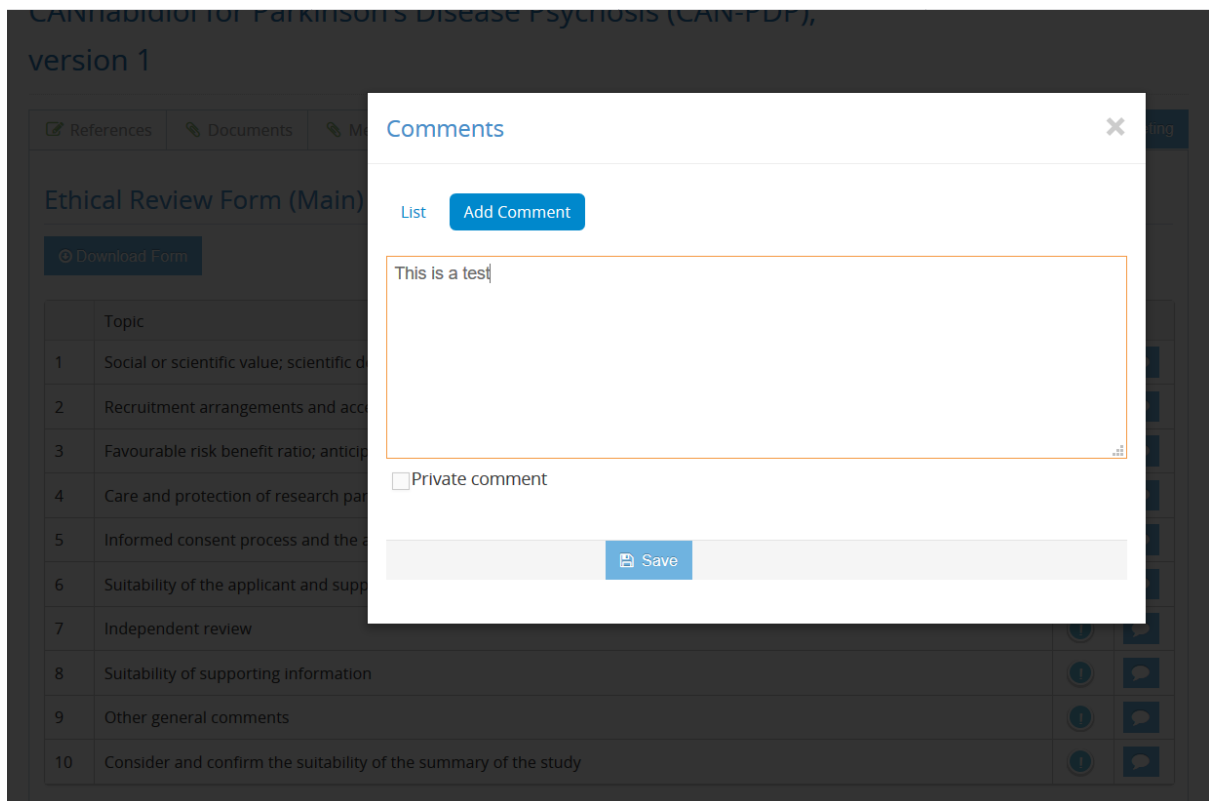
	Topic	Info	
1	Social or scientific value; scientific design and conduct of the study	!	🗨️
2	Recruitment arrangements and access to health information, and fair research participant selection	!	🗨️
3	Favourable risk benefit ratio; anticipated benefits/risk for research participants (present and future)	!	🗨️
4	Care and protection of research participants; respect for potential and enrolled research participants' welfare & dignity	!	🗨️
5	Informed consent process and the adequacy and completeness of research participant information	!	🗨️
6	Suitability of the applicant and supporting staff	!	🗨️
7	Independent review	!	🗨️

VO: A particularly helpful feature is the Ethical Review Form tab

This takes you to an electronic version of the form that REC members traditionally use to complete their review

The review is normally separated into 10 ethical domains, and members can record comments against each domain ahead of the meeting

Click on one of the white and blue speech bubbles to record a comment



VO: This opens up a smaller window, where you can record any comments

First select 'Add Comment'

Then write any comments in the free text box below, including which document the comment refers to

If you don't want to share a comment with others, you can check the Private comment box

click 'save'

Browser address bar: <https://www.harp.org.uk/Portal/Member/applicatio>

Navigation: Home > applications > Application (not requiring SSA), REC Reference: 19/LO/1967, IRAS Project ID: 271052

CANnabidiol for Parkinson's Disease Psychosis (CAN-PDP), version 1

References Documents Meetings Ethical Review Form [Back to meeting](#)

Ethical Review Form (Main)

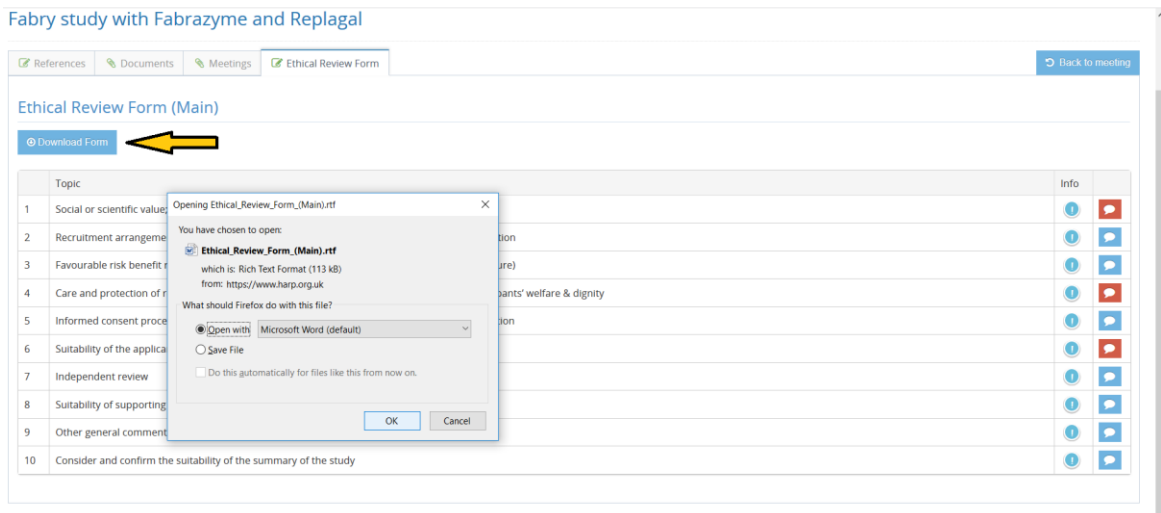
[Download Form](#)

	Topic	Info	
1	Social or scientific value; scientific design and conduct of the study		
2	Recruitment arrangements and access to health information, and fair research participant selection		
3	Favourable risk benefit ratio; anticipated benefits/risk for research participants (present and future)		
4	Care and protection of research participants; respect for potential and enrolled research participants' welfare & dignity		
5	Informed consent process and the adequacy and completeness of research participant information		
6	Suitability of the applicant and supporting staff		
7	Independent review		
8	Suitability of supporting information		

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VO: You can see that the speech bubble has now turned red, which alerts other members and the Approvals Officer that a comment has been made

As long as you didn't mark them as private, other members can read the comments from their own portal. You will be able to read their comments by clicking on the speech bubble icons



VO: Repeat this for as many ethical domains as you have comments for. Downloading the form (using the blue button) produces a Word version of the online ethical review form with a collated list of all the comments which have been added which you can add to your desktop, to refer to when offline

And that's essentially it for reviewing full applications!

AMENDMENTS

Home > Calendar

Calendar

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

November 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 10:15 Sub-Committee 22 November	23	24
25	26	27	28	29	30	1

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VO: You will review amendments slightly differently to main applications

Amendment Sub-Committees are accessed through the same calendar as full meetings. When your Approvals Officer assigns you to amendments, you find the meeting here, in green, and once again clearly labelled for those with a colour vision deficiency (CVD)

Sub-Committee 22 November

Details Documents Applications/Amendments

Assigned Applications

There are no records found.

Assigned SSAs

There are no records found.

Assigned Amendments

Short Title	Amendment Reference	Amendment Type
PB-102-F30-Open Label Study of PRX-102 in patients with Fabry Disease	17/LO/0040/AM04	Substantial CTIMP - for review
CO41012 IPATASERTIB with PALBOCICLIB and Fulvestrant	19/LO/1065/AM02	CWoW Substantial CTIMP - for review
CO39385: Study of Atezolizumab + Enzalutamide vs Enzalutamide in mCRPC	17/LO/0249/AM13	Substantial CTIMP - for review
PROVENT	14/LO/2033/AM07	Substantial CTIMP - for review
Phase 2 Study of V937 Plus Pembrolizumab	19/LO/1451/AM01	Substantial CTIMP - for review

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VO: Like the main meeting, there is a meeting details tab, a meeting documents tab, and a tab for the amendment applications themselves

Select an amendment the same as you did with full applications

PB-102-F30-Open Label Study of PRX-102 in patients with Fabry Disease

Details Documents Meetings [Back to meeting](#)

Checklist Other Documents Custom Folders

Documents Checked In

[Download Documents](#)

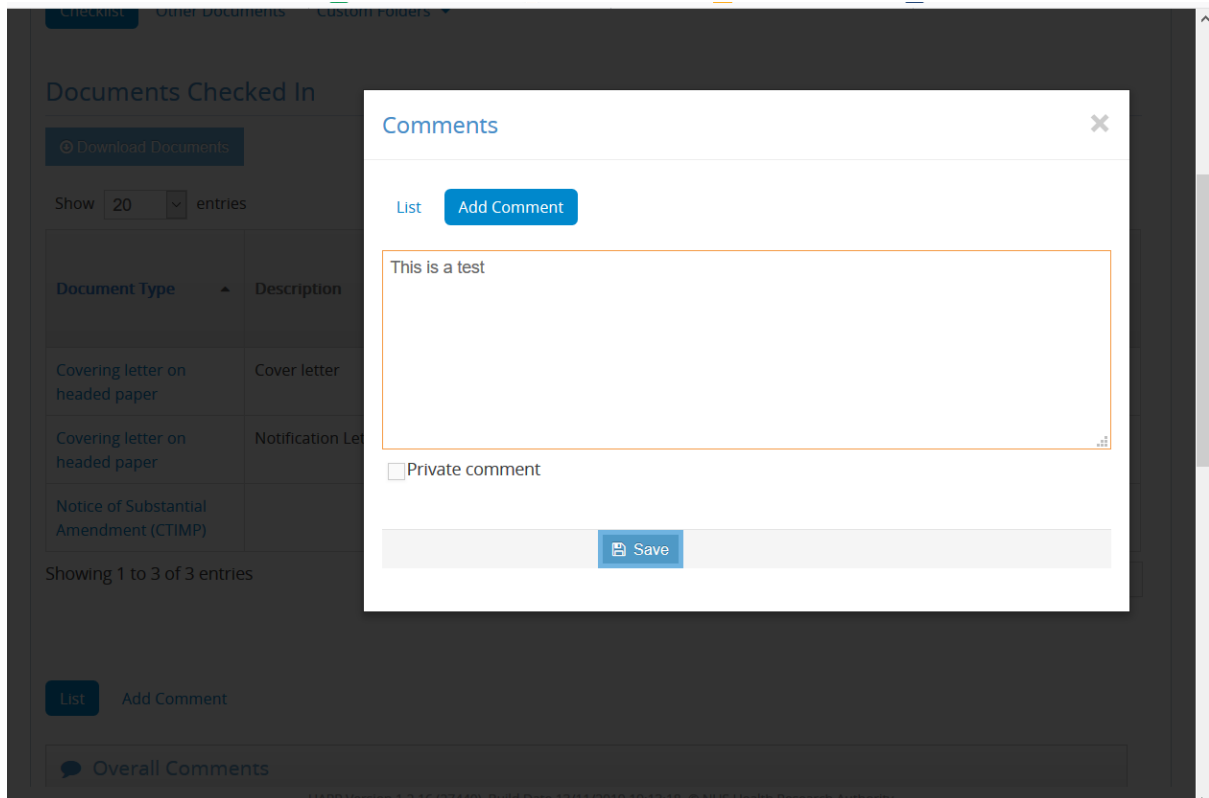
Show 20 entries Search:

Document Type	Description	Checked In	Document Date	Received Date	Version	Reviewed	Download Documents	
Covering letter on headed paper	Cover letter	22/11/2019	22/11/2019	22/11/2019		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment
Covering letter on headed paper	Notification Letter	22/11/2019	12/11/2019	22/11/2019		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment
Notice of Substantial		22/11/2019	12/11/2019	22/11/2019	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment

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VO: Like with full applications, there is a basic details tab and a tab displaying the amendment documents

You can open documents individually, or download all, just like with full applications



VO: Unlike full applications, you would not normally use the Ethical Review Form for amendments

This is because the application has already been approved. For amendments, we only want to look at what has changed, either in the methodology or in individual documents

You can enter your comments by each document by clicking on the blue Comment button

A smaller window will open, and you can click on Add Comment, enter your comment, and click save

Covering letter on headed paper	Notification Letter	22/11/2019	12/11/2019	22/11/2019		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment
Notice of Substantial Amendment (CTIMP)		22/11/2019	12/11/2019	22/11/2019	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment

Showing 1 to 3 of 3 entries

← Previous 1 Next →

List [Add Comment](#)

this is a test

Visible to REC Manager

[Save](#)

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VO: If you want to add an overall comment to indicate a 'favourable opinion' you can do so in this area, at the bottom of the screen.

Click 'Add comment', ensure that the 'visible to REC Manager' box is ticked, and click save.


Covering letter on headed paper	Notification Letter	22/11/2019	12/11/2019	22/11/2019		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment
Notice of Substantial Amendment (CTIMP)		22/11/2019	12/11/2019	22/11/2019	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment


Showing 1 to 3 of 3 entries

← Previous 1 Next →

List [Add Comment](#)

Overall Comments

 latha.weston@beh-mht.nhs.uk Visible to REC Manager 023/11/2019 11:41
Have they said how long the process will take to assure capability of the next phase >How will they inform and discuss with participants ?

 matthew.j.rogerson@hotmail.co.uk Visible to REC Manager 027/11/2019 10:19
this is a test

VO: Your comment is now viewable to the Approvals Officer who can process the decision.

And that's it for amendments!

MEETINGS

Home > Meetings > Meeting Search

Meeting Search

Upcoming meetings | Past meetings

Meeting Type: All | Meeting Reference: | Cutoff Date: Between | And |

Meeting Date: Between 25/11/2019 | And | Search | Reset

Show 10 entries | Search: |

Meeting Type	Reference	Total CBS Slots	Free CBS Slots	Cutoff date	Meeting date
PRS Sub-Committee of the REC	November 2019 PR Meeting	4	0	13/11/2019	27/11/2019 15:45
Sub-Committee of the REC	Sub-Committee 06 December	0	0	06/12/2019	06/12/2019 10:15
Committee	11 December 2019 Full Meeting	2	0	27/11/2019	11/12/2019 17:00
Committee	DO NOT BOOK - CWOW ONLY 11 December 2019 Full Meeting	3	2	27/11/2019	11/12/2019 08:30
PRS Sub-Committee of the REC	December 2019 PR Meeting	4	4	04/12/2019	18/12/2019 15:45

<https://www.har.p.org.uk/Portal/Member/Meetings/> | Version 1.2.16 (27440), Build Date 13/11/2019 19:13:18. © NHS Health Research Authority

VO: You can, if you wish, also look for individual meetings via the meetings tab on the blue bar at the top of your portal screen

This allows you to search for any meeting type by date
INDIVIDUAL APPLICATIONS

HARP Portal

Calendar Meetings Applications/Amendments Ethical Review Form Help

London - Hampstead REC Matthew J Rogerson

Home > Applications > Applications

Applications

Reference IRAS Project ID Title EudraCT CI Name

ISRCTN Clock Started Clock Stopped

Study Type Application Type

Decision Application State

PRS Status

Post Approval State FO/FIFO Conditions

All Users Committees

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VO: Similarly, you can look for individual applications or amendments via the Applications/Amendments tab on the blue bar

Select the tab, and you can search by entering the REC reference number or IRAS ID if you wanted to check on the progress of an individual application

Congratulations, you now know how to use the HARP Member Portal! And don't worry if you forget anything, you can always watch this video again, or contact your Approvals Officer or the Member Support team, who will be happy to help