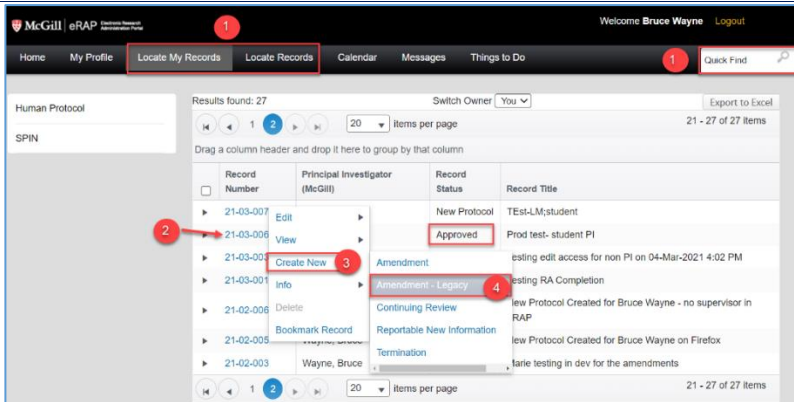


How to Create and Submit Legacy Amendments -for Faculty PI

Important – The Amendment-Legacy form is to be used if the initial ethics application was submitted prior to the launch of eRAP (the initial application was not created in eRAP, using the electronic eRAP application).

Check that popup blockers for this url are disabled.

1. Login to eRAP(<https://infoed.is.mcgill.ca>). Click Locate My Records or Locate Records and apply filters as need. The **Quick Find** box can also be used entering record number, study title, PI name.
2. Click on the Record Number.
Note: Record Status should display as 'Approved'.
3. Select 'Create New' from the flyout menu.
4. Click **Amendment – Legacy** from the flyout menu. The legacy amendment form opens in a new window.



NOTE:

If the amendment-legacy form does not appear in a new window, it is because of the popup issue. Do not create another new form. It has already been created. You can access it by hovering over the Record Number and clicking **Edit** and **Amendment-Legacy-new protocol** from the flyout menu.

Remember to disable popup blockers for this URL

5. The **Locked** field must be unchecked.
6. Complete the form providing detailed information on the proposed revisions.
7. Fields with an asterisk are mandatory.
8. Click **Add New** on the amendment form to upload any revised or new appendices. Give each upload a descriptive file name e.g. Interview consent form dd/mm/yyyy. If there are no documents to upload, write N/A in the text box.

9. In the **Submission Approval** section, click on the down-arrow to select “**I am the PI**”.
10. Click **Save**. If there are mandatory questions that you have not filled in, a pop-up appears.
Clicking on the question will bring you to that section. Fill in the question and click **Save** again.
11. Check the **Locked** field.
12. Click **Submit**.

You will receive an email indicating the amendment has been submitted to the REB Office.

Submission Approval

As the Principal Investigator (PI) of this study, I confirm that I have reviewed the McGill University Policy on the Ethical Conduct of Research Involving Human Participants, and I agree to comply with this and any other relevant University policies, as well as the Tri-Council Policy Statement Ethical Conduct of Research Involving Humans (TCPS2), and those of my profession or discipline regarding the ethical conduct of research.

I have read and approved the content of this application.
I allow release of my nominative information as required by these policies and procedures.

* Select the appropriate response below:

I am the PI and have read the above and agree to serve as the PI with the above obligations. ▾

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