

How to Respond to an Amendment Modification Request from the REB - for Faculty PI

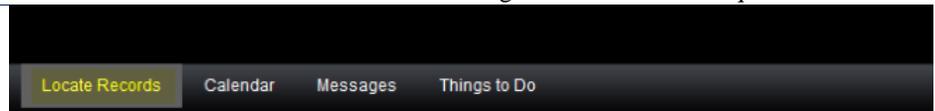
Important: There are 2 sets of instructions – one for legacy amendments (where the initial application was submitted prior to eRAP) and one for amendments submitted when the initial study application was submitted in eRAP.

Note: ensure that the popup blocker is disabled for this URL.

A. If an Amendment-Legacy form was submitted: You will receive an email indicating modifications are required.

1. Login to eRAP. Click **Things to Do**.
2. Click on the record number and select **'Edit'** from the flyout menu.
3. You will see the amendment to be revised labelled **'Amendment -Legacy Modifications Required'**. Click and the amendment to be revised will open.
4. When the amendment to be revised opens, uncheck the **Locked** box to unlock the form, and make the required changes.

Remember to remove and replace any uploads which are being revised. Revisions must be highlighted.
5. Click **Save** when you are done.
6. Check the **Locked** field.
7. Click the **MY ASSIGNMENTS** tab from the left-side menu. Click **'I am done'**.



Amendment Request Form

AMENDMENT REQUEST FORM

Project Title: Legacy test for student PI on 09-Jun-2021 12:12 PM

Principal Investigator: Wayne, Bruce

Email: [Redacted]

Amendment Request Form – This form is only to be used for legacy studies- those applications that were not submitted using the online eRAP system.

Proposed changes/updates to a currently approved study must be approved by the REB before implementation. Modifications to studies should be changes within the scope of the original study, not new studies that are simply related to the original study. Significant or numerous changes to study methods, participant populations, location of research, the research question or where the amendment will change the overall purpose or objective of the originally approved study, will require the submission of a new application.

Unlock to make changes.

Ready to submit? **New Amendment submission** Lock and click submit to forward to the REB Office/ to the faculty supervisor if a student PI.
Responding to a modification request - Click on My Assignments and follow Instructions.

ASSIGNMENT

This is an automated message. Please do not reply. Information is missing, or further clarifications are required for your protocol REB# 21-05-009 (Faculty PI guide test Bruce Wayne on 25-May-2021 2:17 PM). You will receive another email titled "Notice of Ethics Review". Please refer to the email for the required changes.

For help and support using and accessing eRAP, the online ethics application and management system, please contact erapiupport@mcgill.ca or 514-398-7394. For ethics related questions please go to https://mcgill.ca/research/research/compliance/human/reb-ii-iii for ethics advisor contact information.

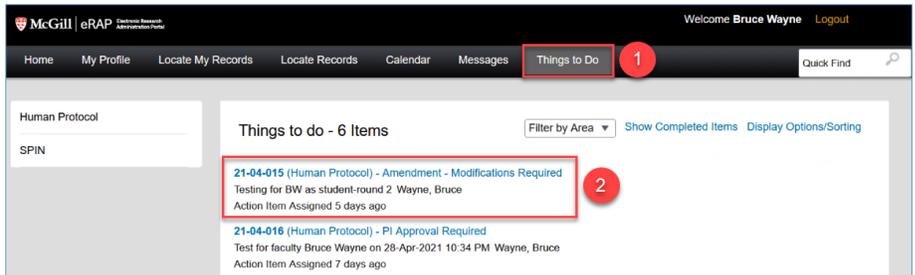
Next Step/Decision: Post Modifications Intake (REB)

Assign to: Automatic as per configurations.

I am done (7)

B. If an Amendment was submitted where the initial application was done through eRAP: The PI and anyone indicated to be cc'd on communications, will receive an email indicating modifications are required.

1. Login to eRAP(<https://infoed.is.mcgill.ca>)
Click **Things to Do**.
2. You will see the protocol with the title '**Amendment- Modifications Required**' for the protocol that you have to modify.
Click on this protocol.



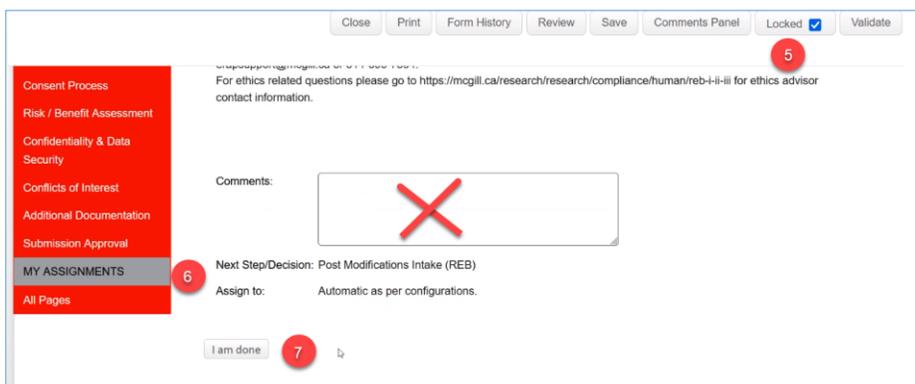
3. The Ethics Submission screen displays. Uncheck the **Locked** field. Make the changes indicated by the REB Office in the email you received. Revisions may need to be made to the Amendment form and to various sections of the main application. The main application must only reflect what the current procedures are.



Note: Note 1: For revisions to information in text boxes, new text can be added and previous text can be deleted. There is no need to indicate what the revised text is. This can be seen when looking at the **Form History** function. This function will allow you to compare versions before submitting the revised, clean version to the REB.

Note 2: If you need to upload revised documents, you **MUST first delete the old one** from the application.

4. Click **Save**.
5. Check the **Locked** field.
6. Click the **MY ASSIGNMENTS** tab.
7. Click '**I am done**'.



You will not receive another submission receipt. You can verify the review status of the application by hovering over the record number; in the flyout hover over **Edit** or **Info**. This will show review status of the application-**REB Intake Required**. This means it is with the REB Office.

