How to Create and Submit a Continuing Review

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

Anyone with edit access on the study can create a continuing review.

1.. Login to eRAP (https://infoed.is.mcgill.ca).

   Click **Locate My Records.** You can also click **Locate Records** to filter selections for those with a large amount of records. The **Quick Find** box can also be used entering either record number, study title, PI name.

2. Click on the record number and select 'Create New' from the flyout menu.

3. Click 'Continuing Review' from the flyout menu. The continuing review form opens.

> 📝 **NOTE:**
> If the continuing review form does not appear in a new window, it is because of the popup issue. Do not create another new continuing review. It has been created. You can access it by clicking the Record Number and clicking **Edit** and **Continuing Review** from the flyout menu.
>
> Be sure to disable popup blockers for this url..

4. Fill out the continuing review form.

   In the **SUBMISSION APPROVAL** section, click on the down-arrow to select "I am the PI".

5. 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.

6. Check the **Locked** field.

7. Click **Submit**.

You will receive an email indicating that your continuing review has been submitted to the REB Office.
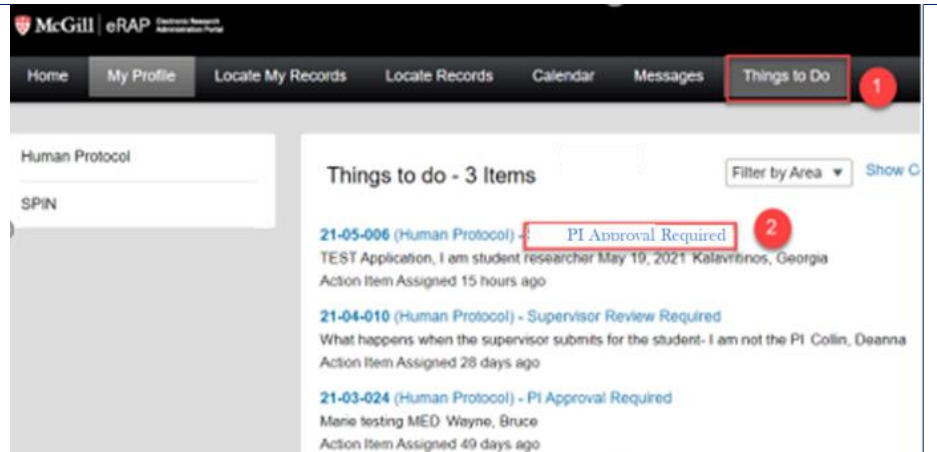
You will receive an email when it has been approved.
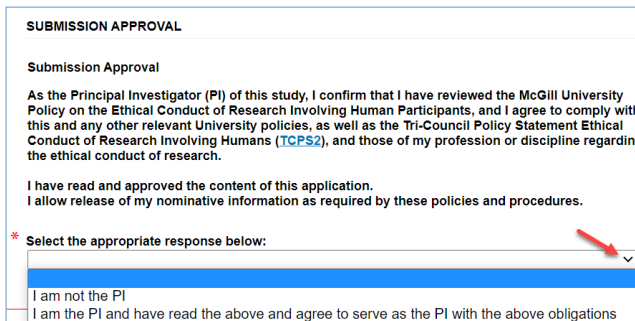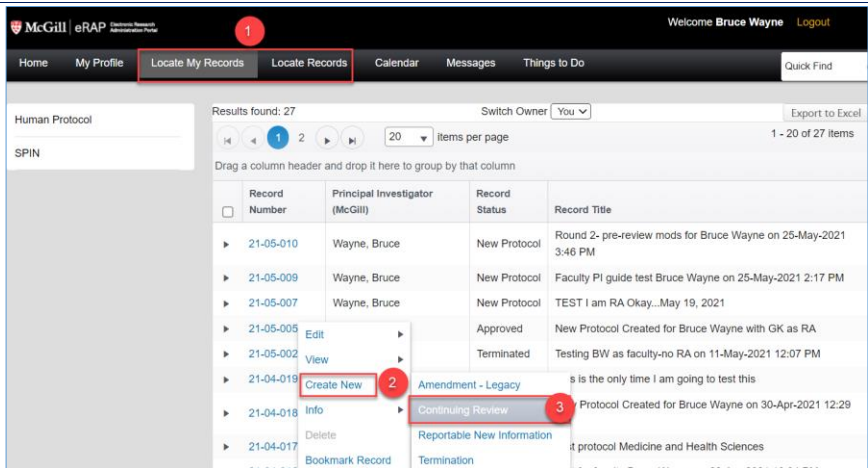
When an RA (or anyone who is listed on the access to edit page of the original application) creates a Continuing Review

You will receive an email indicating that a continuing review has been submitted for your approval as PI

1. Login to eRAP. Locate the protocol in **Things To Do**

2. Click on the protocol number to open the Continuing Review form. The subject line will say 'PI Approval Required'.

3. Review the form. If any changes are required before submitting to the REB, click "Lock" to unlock , make the required revision, then "Lock".

4. Next, go to **MY ASSIGNMENTS**.

    a. From Next Step/Decision field, select **REB Intake Required (REB)**.

    b. After the auto-save is complete, click **I am done**.

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

Comments:

Next Step/Decision: REB Intake Required (REB)
Select Step
Modifications Required (RA/Coordinator)
REB Intake Required (REB)

Assign to:

I am done