**How to revise and resubmit an application in eRAP in response to a request for modifications**

You will receive an email notification that the submission needs revision.

The required modifications and instructions will be indicated in the email.

Next Steps:

1. Log in to eRAP (https://infoed.is.mcgill.ca) with your McGill username and McGill password.
2. Click "Things to Do" in the main navigation menu.
3. Items requiring an action from you will be listed. Look for "Pre-Review Modifications" or "Modifications Required". Click on the record link to open the application.
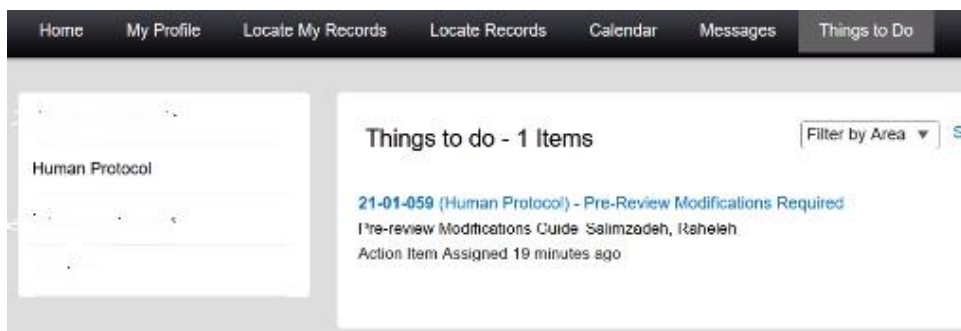
4. The Initial Application will appear. Click the check box next to "Locked" to unlock the application. You can now make revisions as indicated in the email from the REB.
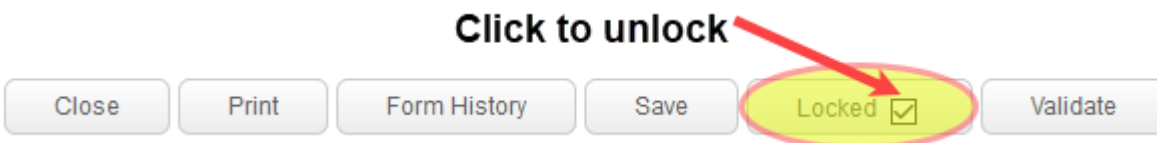

Revisions must be made directly in the section of the application as indicated in the REB comments. To add a general comment that doesn't belong to any specific section, you can create and add it as an upload at the end of the application in the tab section 'Additional Documents'.

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 version to the REB.

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

5. You can click Form History at the top of the form to compare versions. A window similar to the following will appear:

Initial Application

COMPLETED ON	COMPLETED BY	SUBMISSION NUMBER	SIGNATURE ï¿½ SUBMISSION TYPE	VIEW	COMPARE FROM TO
19-Jun-2019 10:55:49 AM				👓	◉ ○
19-Jun-2019 11:13:22 AM				👓	○ ◉
					Go

Example 1: In this example, clarifying text has been added in the revised application and is indicated in blue.

Example 2: In this example, the content of the original application has been removed and is highlighted in red. The new content stays highlighted in blue. The deleted content does not show in the revised application that will be submitted.

6. When done with the modifications, click **Save** and then Locked **Locked ☐** on the application. To submit, go to the My Assignment tab in the left hand menu and click "I am done" at the bottom of the page. This will forward your revised application to the REB. You will not receive another submission receipt. You can verify the review status of the application by selecting Locate Records; click on the record number; in the flyout, hover the pointer over either Edit or View. This will show the review status of the application-REB Intake Required. This means it is with the REB Office.