How to Create and Submit Reportable New Information

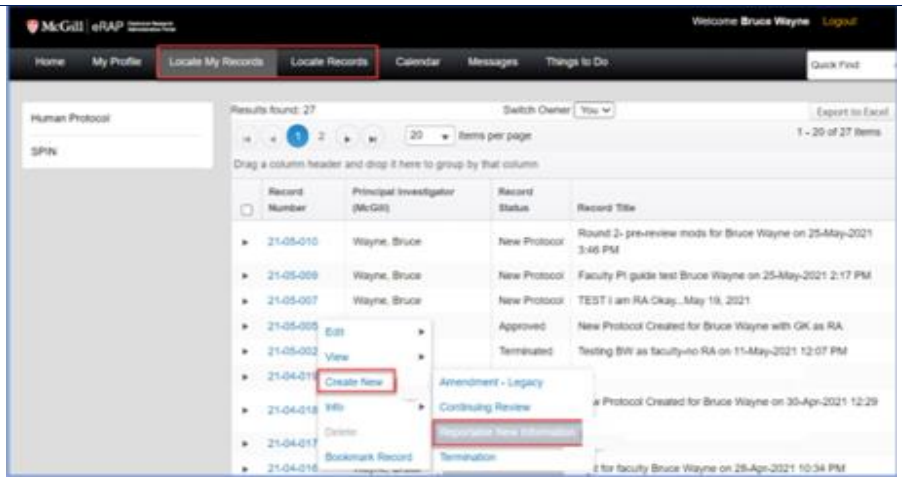
Note: ensure that the popup blocker is disabled for this url.

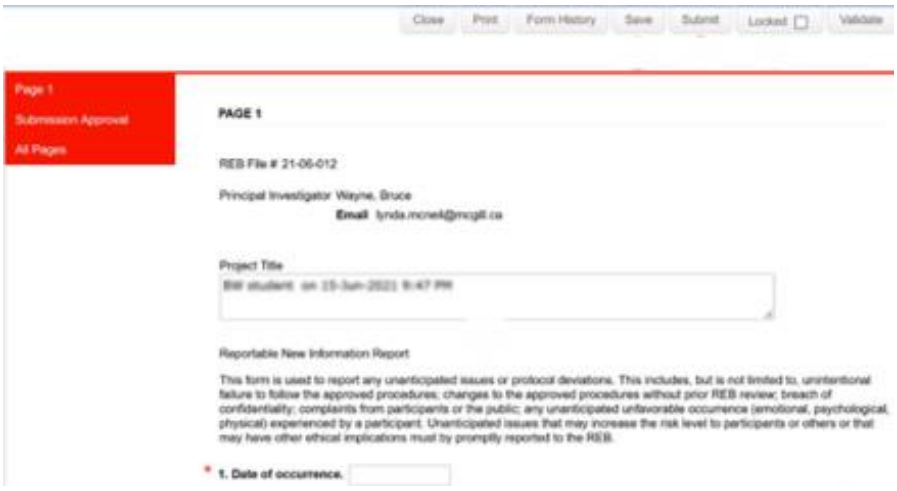
Anyone with edit access on the study can create a reportable new information submission.

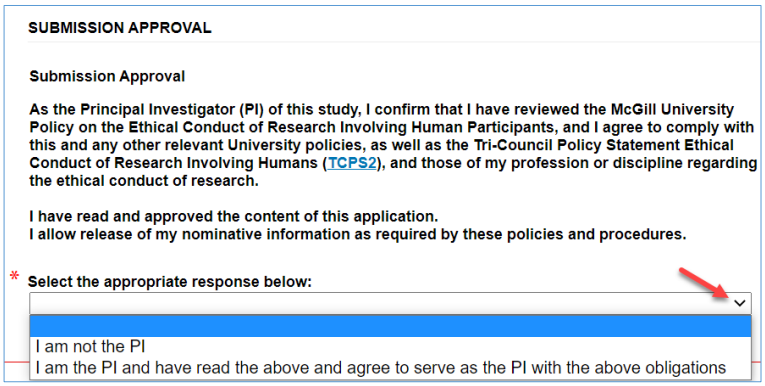
1. Login to eRAP(https://infoed.is.mcgill.ca).
2. Click **Locate My Records.** You can also click **Locate Records** to filter selections for those with a large amount of records. The **Quick Find** box can also be used entering either record number, study title, PI name
3. Hover over the record number and select '**Create New**' from the flyout menu.
4. Click '**Reportable New Information**' from the flyout menu. The form will open.

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

5. Fill out the report.
   In the **SUBMISSION APPROVAL** section, click on the down-arrow to select "I am the PI".
6. Click **Save.** If there are mandatory questions that you have not filled in, a pop-up appears.
7. Check the **Locked** field when completed.
8. Click **Submit**. You will receive an email submission receipt.







When an RA (or anyone who is listed on the access to edit page of the original application) creates the Reportable New Information Report

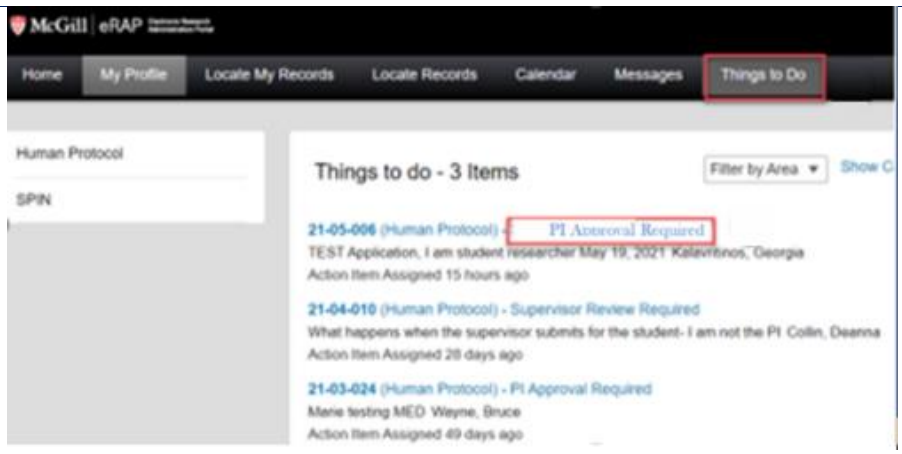
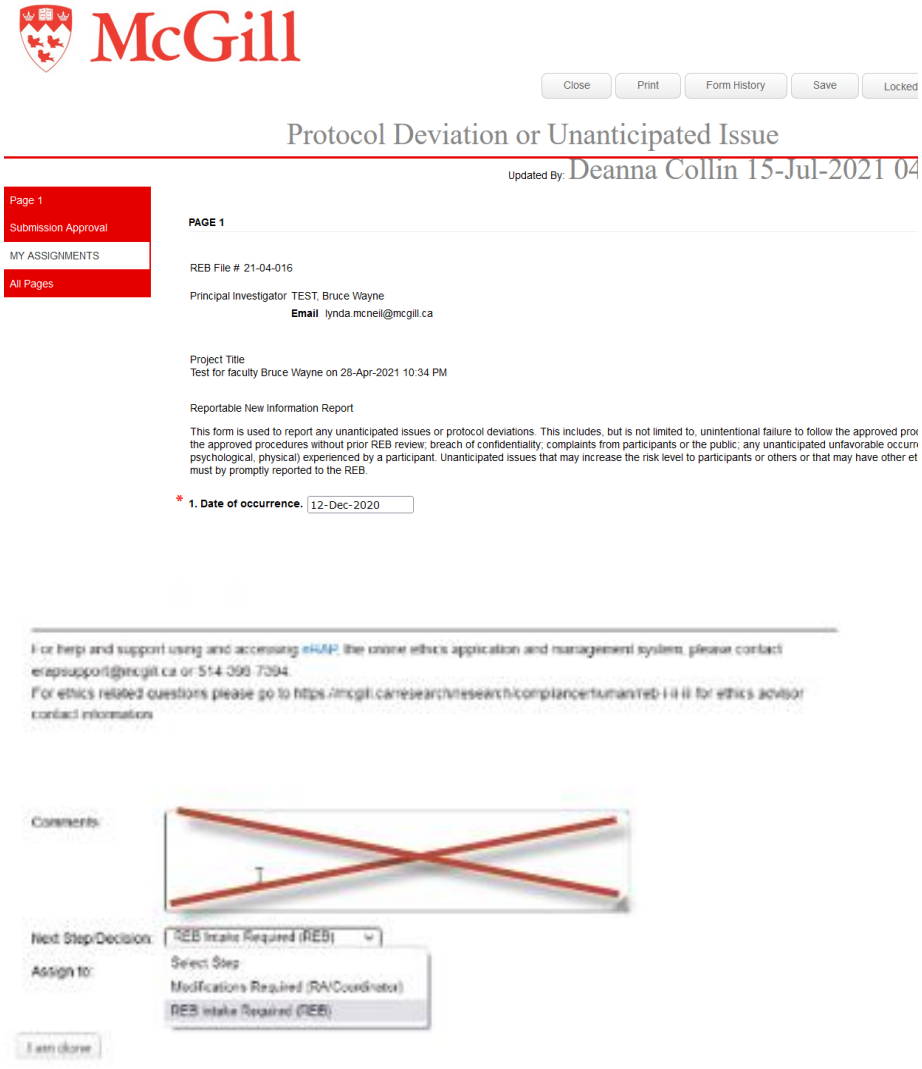
You will receive an email indicating that an ethics submission has been submitted for your approval as PI

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

2. Click on the protocol number to open the Reportable New Information form. The subject line will indicate '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**.