

# How to Create and Submit a Termination Report

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

Anyone with edit access on the study can create and submit a termination report.

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 'Termination' from the flyout menu. The termination form opens.

**NOTE:**

If the termination 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 clicking the Record Number and clicking Edit and Termination (new protocol) from the flyout menu. Be sure to disable popup blockers for this url.

4. Fill out the termination form.
5. Click **Save**. A pop-up will appear if all mandatory questions have not been answered.
6. Check the **Locked** field.
7. Click **Submit**. You will receive an email indicating the termination report has been received.

The screenshot shows the eRAP interface. At the top, it says 'Results found: 38'. Below that is a table of records with columns for Record Number, Record Creation Date, Principal Investigator (McGill), and Record Title. A flyout menu is open for record 21-06-012, showing options like Edit, View, Create New, Info, Delete, Bookmark Record, and Termination. The 'Termination' option is highlighted. Below the table are buttons for Close, Print, Form History, Save, Submit, Locked, and Validate. A red circle with the number 5 is over the 'Save' button. Below the table is a 'Termination' form titled 'PAGE 1'. The form includes fields for REB File # (21-06-012), Study Title (BW student on 15-Jun-2021 9:47 PM), and Principal Investigator (Wayne, Bruce). It also shows contact information for the PI: Email (lynda.mcnell@mcgill.ca) and Department (Office of Sponsored Research). A red circle with the number 4 is over the 'Submit' button. The form contains several questions with checkboxes, such as 'Have there been any study modifications made that were not reported to the REB?' and 'Have there been any unanticipated issues or adverse events that were not reported to the REB?'. At the bottom, there is a section for uploading documents and a note: 'When completed, lock and then click Submit to forward the form to the REB Office.'