How to Modify an Amendment – for RA making modifications on behalf of a 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**: Your supervisor will receive an email indicating modifications are required. If you are an RA <u>with edit access</u> to the legacy protocol, and the REB Office has requested revisions to a legacy amendment, you can be delegated by the PI to perform the revisions.

1. Login to eRAP. Click **Locate Records** to locate the correct record. 2. Hover over the record number and select '**Edit'** from the flyout menu. 3. Click the legacy amendment labelled '**Amendment – Legacy Modifications Required**' from the second flyout menu. 4. When the amendment to be revised opens, click the **Locked** box to unlock the form, and make the required changes. 5. Remember to remove and replace any uploads which are being revised. Revisions must be <mark>highlighted</mark>. 6. Click **Save** when you are done. As an RA you will not be able to move this amendment form forward. Advise the study PI that the changes are completed and ready for them to review and submit back to the REB.	

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.

Login to eRAP https://infoed.is.mcgill.ca .

1. Locate the application using the **Locate Records** tab. Search by Human Protocol, and PI name, file number, and/or title.

2. Hover over the correct file number. From the flyout menu, select **Edit**, and then on the following flyout menu, select '**Amendment – (date) Modifications Required**' from the displayed options.

3. The Ethics Submission screen displays.

4. <u>Uncheck</u> the **Locked** field. Make the changes indicated by the REB Office in the email received by the PI (you may have received it also). Revisions may need to be made to the Amendment form and in sections of the the <u>main</u> application.

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.

5. Click **Save**.

6. Inform the PI that the modifications are made and ready for them to review and submit. These modifications cannot be forwarded to the PI through eRAP.