

## 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 with edit access 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 **highlighted**.
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.

The screenshot displays the eRAP system interface. At the top, there is a navigation bar with 'Locate Records', 'Calendar', 'Messages', and 'Things to Do'. Below this, a list of records is shown, with a flyout menu open for the record '21-04-018'. The flyout menu includes 'Edit' (highlighted with a red box and a red circle '2') and 'View'. The 'View' option has a sub-flyout menu open, showing 'Amendment - Legacy (09-Jun-2021 Modifications Required)' (highlighted with a red box and a red circle '3').

The main content area shows the 'Amendment Form - Legacy Protocols' page. The McGill logo is visible in the top left. In the top right, there are buttons for 'Close', 'Print', 'Form History', 'Save', 'Submit', 'Locked' (with a checkbox), and 'Validate'. The 'Locked' button is highlighted with a red circle '4'. Below the buttons, the text 'Amendment Form - Legacy Protocols' is displayed, along with 'Updated By: Bruce Wayne 21-Jun-2021 02:03:08 PM'. On the left side, there is a red sidebar with 'Amendment Request Form' and 'All Pages'.

The main form area is titled 'AMENDMENT REQUEST FORM'. It contains a text box with the value 'Legacy test for student PI on 09-Jun-2021 12:12 PM'. Below this, there are three required fields: '\* Project Title:', '\* Principal Investigator: Wayne, Bruce', and '\* Email:'. Below the form, there is a section titled 'Amendment Request Form - This form is only to be used for legacy studies- those applications that were not submitted using the online eRAP system.' followed by a paragraph of text explaining the purpose of the form and the need for REB approval for modifications. At the bottom, there are instructions: 'Unlock to make changes.', 'Ready to submit? **New Amendment submission!** Lock and click submit to forward to the REB Office/ to the faculty supervisor if a student PI.', and 'Responding to a modification request - Click on My Assignments and follow instructions.'

**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. Uncheck 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 main 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.

