

# How to Create and Submit a Continuing Review – for RA creating on behalf of faculty PI

**Note:** ensure that the popup blocker is disabled for this URL (see FAQ for help).

Anyone with edit access on the study can create a continuing review.

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

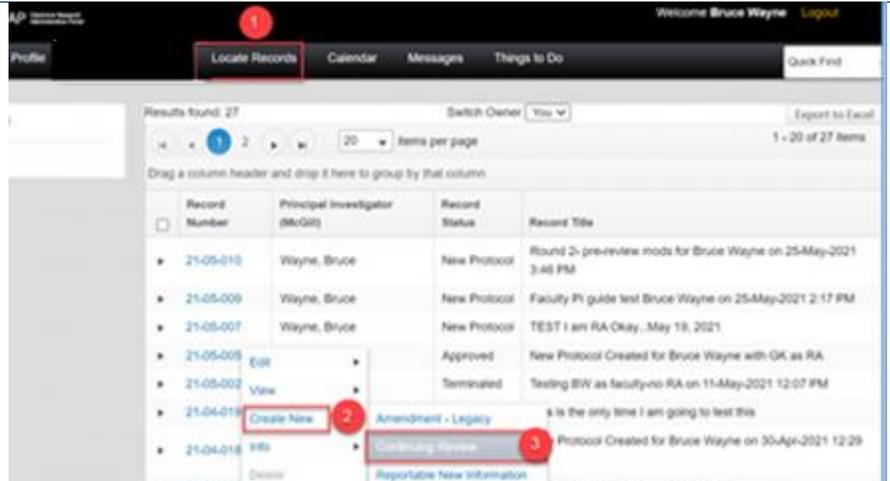
1. Click **Locate Records**. Apply filters for file number, PI name, study title, etc.
2. Hover over the record number of the study for which you want to create a continuing review. Select **'Create New'** from the flyout menu.
3. Click **'Continuing Review'** from the second flyout menu. The continuing review form opens.



**NOTE:**

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

4. Fill out the continuing review form.
5. Click **Save**. If there are mandatory questions that you have not filled in, a pop-up appears. Clicking on the question will bring you to that section. Fill in the question and click **Save** again.



There are then 2 options.

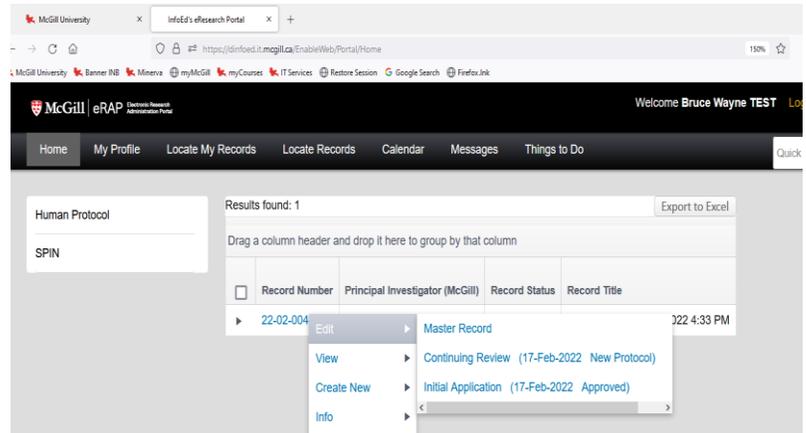
6. You can contact the PI and let them know the form is ready for them to submit (**recommended**). They access the form by hovering over the record number, selecting Edit, then Continuing Review New Protocol, review, make changes if necessary, and select “I am the PI” and submit to the REB. Your role is done.

7. If choosing to forward the form to the PI in eRAP for their approval, you will select “I am not the PI” in the **SUBMISSION APPROVAL** section.

Check the **Locked** field.

Click **Submit**.

You will get an email indicating the continuing review has been submitted to the PI for approval. The PI will review and send it to the REB Office.



**SUBMISSION APPROVAL**

Submission Approval

As the Principal Investigator (PI) of this study, I confirm that I have reviewed the McGill University Policy on the Ethical Conduct of Research Involving Human Participants, and I agree to comply with this and any other relevant University policies, as well as the Tri-Council Policy Statement Ethical Conduct of Research Involving Humans (TCPS2), and those of my profession or discipline regarding the ethical conduct of research.

I have read and approved the content of this application.  
I allow release of my nominative information as required by these policies and procedures.

\* Select the appropriate response below:

I am not the PI

I am the PI and have read the above and agree to serve as the PI with the above obligations