

How to Create and Submit Reportable New Information - for RA creating on behalf of faculty PI

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.

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

1. Find the file using the Locate Records tab, applying filters as needed (record number, study title, PI name).
2. Hover over the record number and select 'Create New' from the flyout menu.
3. Click 'Reportable New Information' from the second 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 New Protocol** from the flyout menu. Be sure to disable popup blockers for this URL

4. Fill out the report.
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.

There are now 2 options.

6. You may inform the PI that the form is ready for them to submit (**recommended**). They will go into the record, review, make changes if necessary, and select "I am the PI" and submit to the REB. Your role is done.
7. If forwarding the form to the PI in eRAP, in the **SUBMISSION APPROVAL** section, click on the down-arrow to select "I am not the PI".

Check the **Locked** field. Click **Submit**. You will receive an email indicating that the report has been submitted to the PI for approval.



