How to Create and Submit a Termination Report - 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 and submit a termination report.

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

   Find the file using the Locate Records tab applying filters as needed (title, PI name.)

2. Hover over the record number and select '**Create New**' from the flyout menu.

3. Click '**Termination**' from the second 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 hovering over the Record Number , clicking **Edit** and **Termination New Protocol** from the flyout menu.
> Be sure to disable popup blockers for this URL

4. Fill out the termination 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 where you need to supply information.

6. Check the **Locked** field.

7. Click **Submit or simply inform the PI** that it is ready for them to go in and submit**. If you submit it,** you will receive an email indicating that this has been submitted to the study PI for approval. The PI will then have to forward it to the REB Office.