

# 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.

Results found: 38

1 2 20 items per page

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record Number	Record Creation Date	Principal Investigator (McGill)	Record Title
▶	89-0911	09-Sep-2011 04:12 PM	Wayne, Bruce	BW - legacy test--The effectiveness of library marketing campaigns: who comes and how do they hear about it?
▶	21-06-019	22-Jun-2021	Wayne, Bruce	Reviewing Student guide on 22-Jun-2021 10:54 AM
▶	21-06-017		Wayne, Bruce	New Protocol Created for Bruce Wayne on 21-Jun-2021 1:03 PM
▶	21-06-015			Amendment - Legacy and type your study title
▶	21-06-012			Reportable New Information sent on 15-Jun-2021 9:47 PM
▶	21-06-009	15-Jun-2021		Protocol Created for Bruce Wayne on 15-Jun-2021 10:52 AM

Close Print Form History Save Submit Locked  Validate

Termination Updated By: Bruce Wayne 22-Aug-2021 02:58:37 PM

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REB File # 21-06-012

Study Title  
BW student on 15-Jun-2021 9:47 PM

Principal Investigator Wayne, Bruce  
Email lynda.mcneil@mcgill.ca  
Department Office of Sponsored Research

Research Ethics Board Office Study Termination Form

An end of study report is required for all studies at study completion/termination. A study can be closed when all data collection has been completed and there will be no further contact with participants. Studies involving secondary use of data can be closed when all secondary data materials have been received.

\* 1. Have there been any study modifications made that were not reported to the REB?