How to Create and Submit Legacy Amendments -for student PI

Important – **A legacy amendment is to be used if the initial ethics application was submitted prior to the launch of eRAP (the initial application was <u>not created in eRAP</u>, using the electronic eRAP application).**

To amend studies created before eRAP, the following steps are required. Note that you will have to fill out the legacy amendment form and attach the required documents.
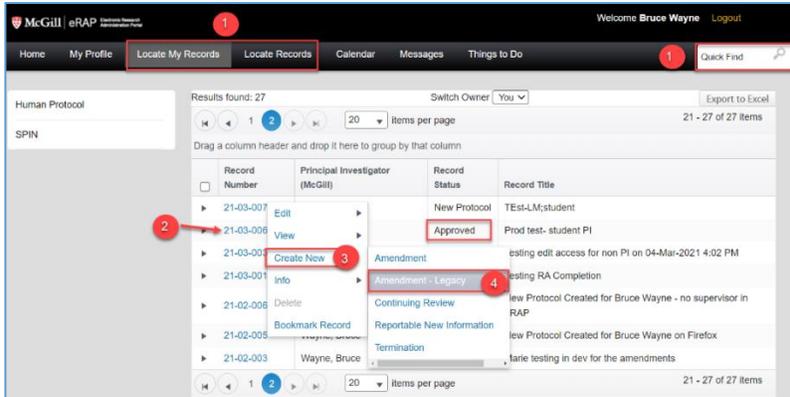
1. Login to eRAP(https://infoed.is.mcgill.ca). Click **Locate My Records.** The **Quick Find** box can also be used entering record number, study title, PI name.

2. Find and hover over the Record Number. **Note:** Record Status should display as 'Approved'.

3. Select '**Create New**' from the flyout menu.

4. Click **Amendment – Legacy** from the flyout menu. The legacy amendment form opens in a new window.

> 📝 **NOTE:**
> If the amendment 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 **Amendment-Legacy-new protocol**) from the flyout menu.
>
> Be sure to disable popup blockers for this URL

5. The **Locked** field must be <u>unchecked</u>.

6. Complete the form providing detailed information on the proposed revisions.

7. Fields with an asterisk are mandatory.

8. Click **Add New** on the amendment form to upload any new and/or revised appendices. Give each upload a descriptive file name e.g. Interview consent form dd/mm/yyyy. If there are no documents to upload, write N/A in the text box.

9. In the **Submission Approval** section, click on the down-arrow to select " **I am the PI**".

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 the PI and have read the above and agree to serve as the PI with the above obligations. ∨   9

10. 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.

11. Check the **Locked** field.

12. Click **Submit**.

You will receive an email indicating the amendment request has been sent to your supervisor for approval. The supervisor has to then advance it to the REB for review.

They may decide changes are needed before sending to the REB. They may communicate the required revisions to you and the application stays with the supervisor in eRAP, but you can still go in , do the edits and then let them know it has been completed. The supervisor will then advance the submission to the REB.

They can also return the amendment to you through eRAP. You will receive an email "Student Modifications Required". Once you have made the required revisions (they will communicate these to you directly, you will need to send it back to your supervisor. Click on "**My Assignments**" tab and click "**I am Done**".

Once the REB Office receives the amendment it will be reviewed and you will be notified:
o That the amendment has been approved.
            Or
o That modifications/clarifications are required.