

How to Respond to an Amendment Modification Request from the REB - for Student PI

Important: There are 2 sets of instructions – one for legacy amendments (where the initial application was submitted prior to eRAP) and one for amendments submitted when the initial study application was submitted in eRAP.

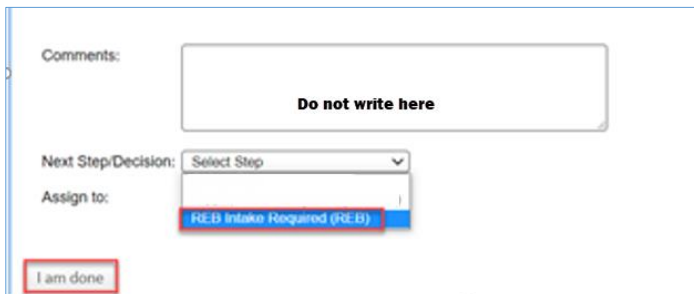
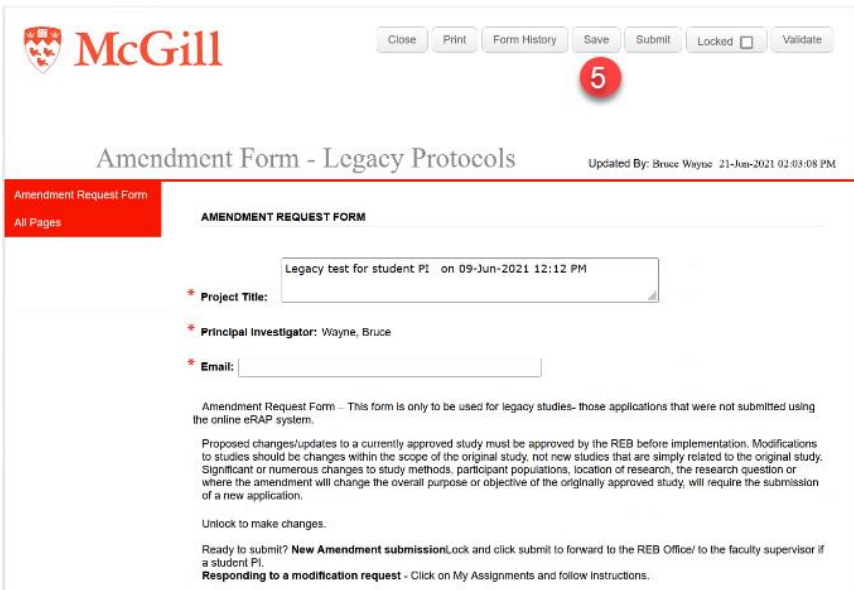
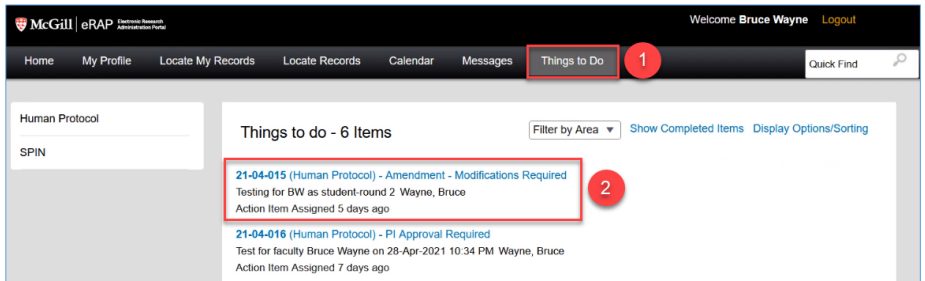
Note: ensure that the popup blocker is disabled for this URL.

A. If you submitted an Amendment-Legacy form: You and your supervisor will receive an email indicating modifications are required.

1. Login to eRAP (<https://infoed.is.mcgill.ca>). Click **Things to Do**.
 2. You will see the protocol with the title '**Amendment -Modifications Required**'. Click on this protocol.
 3. The **Amendment Form – Legacy Protocols** displays. Uncheck the **Locked** field to unlock the form.
 4. Make the required changes.
- Note:** Remember to remove and replace any uploads which are being revised.
5. Click **Save** when you are done.
 6. Click the **MY ASSIGNMENTS** tab from the left-side menu.
 7. In the Next Steps box, the default routing is REB Intake Required. Click '**I am done**'.

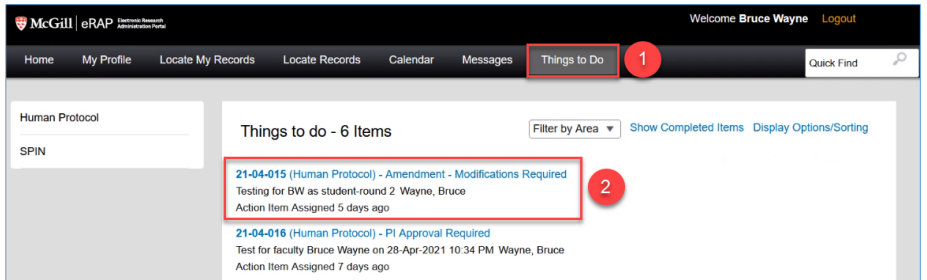
This will forward your revised amendment to the REB. The revised submission DOES NOT go back to your supervisor through eRAP. It is expected that the supervisor has approved the modifications before you send it back to the REB. Remember that the supervisor can go in the submission and review at any time.

You will not receive another submission receipt. You can verify the review status of the application by selecting **Locate Records**; hover over the record number; in the flyout hover over **Info**. This will show the review status of the application-**REB Intake Required**. This means it is with the REB Office.



B. If you submitted an Amendment where the initial application was done through eRAP: You and your supervisor will receive an email indicating modifications are required.

1. Login to eRAP(<https://infoed.is.mcgill.ca>)
Click **Things to Do**.
2. You will see the protocol with the title ‘**Amendment-Modifications Required**’.
Click on this protocol.



3. The Ethics Submission screen displays.
Uncheck the **Locked** field.

Make the changes indicated by the REB Office in the email you received. Revisions may need to be made to the Amendment form and in various sections of the main application.

Note 1: For revisions to information in text boxes, new text can be added and previous text can be deleted. There is no need to indicate what the revised text is. This can be seen when looking at the **Form History** function. This function will allow you to compare versions before submitting the revised, clean version to the REB.

Note 2: If you need to upload revised documents, you **MUST first delete the old one** from the application.

4. Click **Save**.
5. Check the **Locked** field.
6. Click the **MY ASSIGNMENTS** tab.
7. Click ‘**I am done**’.

This will forward your revised amendment to the REB. The revised submission DOES NOT go back to your supervisor through eRAP. It is expected that the supervisor has approved the modifications before you send it back to the REB. Remember that the supervisor can go in the submission and review at any time.

You will not receive another submission receipt. You can verify the review status of the application by selecting **Locate Records**; hover over the record number; in the flyout hover over **Edit** or **Info**. This will show the review status of the application-**REB Intake Required**. This means it is with the REB Office.

