## 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.

Login to eRAP(https://infoed.is.mcgill.ca). McGill eRAP Electronic Research Click Things to Do. Home My Profile Locate My Records Locate Records Calendar Messages You will see the protocol with the title 'Amendment -Modifications Required'... Human Protocol Filter by Area ▼ Show Completed Items Display Options/Sorting Things to do - 6 Items Click on this protocol. SPIN Testing for BW as student-round 2 Wayne, Bruce Action Item Assigned 5 days ago 21-04-016 (Human Protocol) - Pl Approval Requir Test for faculty Bruce Wayne on 28-Apr-2021 10:34 PM Wayne, Bruce Action Item Assigned 7 days ago The Amendment Form - Legacy Protocols displays. Uncheck the Locked field to unlock the form. McGill Close Print Form History Save Submit Locked Validate Make the required changes. Note: Remember to remove and replace any uploads which are being revised. Amendment Form - Legacy Protocols Updated By: Bruce Wayne 21-Jun-2021 02:03:08 PM Click **Save** when you are done. AMENDMENT REQUEST FORM Click the MY ASSIGNMENTS tab from the Legacy test for student PI on 09-Jun-2021 12:12 PM left-side menu. \* Project Title: Principal Investigator: Wayne, Bruce In the Next Steps box, the default routing is \* Email: REB Intake Required. Click 'I am done'. Amendment Request Form — This form is only to be used for legacy studies—those applications that were not submitted us the online eRAP system. Proposed changes/updates to a currently approved study must be approved by the REB before implementation. Modifications to studies should be changes within the scope of the original study, not new studies that are simply related to the original study. Significant or numerous changes to study methods, participant populations, location of research, the research question or where the amendment will change the overall purpose or objective of the originally approved study, will require the submission of a new application. This will forward your revised amendment to the REB. The revised submission DOES NOT go back to your supervisor through eRAP. It is Unlock to make changes expected that the supervisor has approved the Ready to submit? New Amendment submissionLock and click submit to forward to the REB Office/ to the faculty supervisor if modifications before you send it back to the tri. ding to a modification request - Click on My Assignments and follow instructions 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 Comments application by selecting **Locate Records**; hover over the record number; in the flyout Do not write here hover over **Info**. This will show the review status of the application-REB Intake Required. Next Step/Decision: Select Step 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.



 You will see the protocol with the title 'Amendment-Modifications Required'. Click on this protocol.

 The Ethics Submission screen displays. <u>Uncheck</u> 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.

