

How to Create and Submit a Continuing Review – for Student PI

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

Anyone with edit access on the study can create a continuing review.

1. Login to eRAP(<https://infoed.is.mcgill.ca>).
2. Click **Locate My Records**. You can also click **Locate Records** to filter selections. The **Quick Find** box can also be used entering either record number, study title, PI name.
3. Hover over the record number and select **'Create New'** from the flyout menu.
4. Click **'Continuing Review'** from the flyout menu. The continuing review form opens.

NOTE:

If the continuing review 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 **Continuing Review New Protocol** from the flyout menu.

5. Fill out the continuing review form.
6. In the **SUBMISSION APPROVAL** section, click on the down-arrow to select "I am the PI".
7. 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.
8. Check the **Locked** field.
9. Click **Submit**.

You will receive an email indicating that the continuing review has been sent to your supervisor. The supervisor will review it and send it to the REB Office. If changes are required, the application could be returned to you.

You will receive an email when it has been approved.



