# How to Create and Submit Reportable New Information-for Student PI

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

Anyone with edit access on the study can create a reportable new information submission.

Login to eRAP (https://infoed.is.mcgill.ca).

1. Click **Locate My Records.** You can also click **Locate Records** to filter selections for PI, study title etc.). The **Quick Find** box can also be used entering either record number, study title, PI name.

2. Hover over the record number and select '**Create New**' from the flyout menu.

3. Click '**Reportable New Information**' from the flyout menu. The form will open.
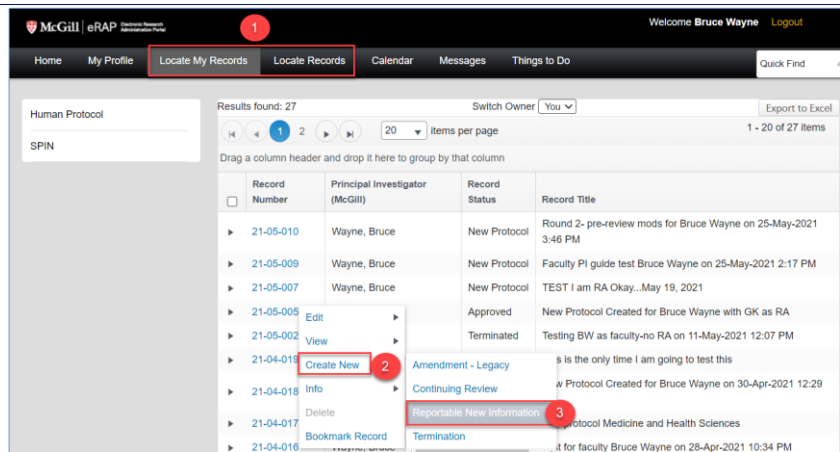
📝 **NOTE:**

If the Reportable New Information 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 **Reportable New Information New Protocol** from the flyout menu. Be sure to disable popup blockers for this URL.

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4. Fill out the report. In the **SUBMISSION APPROVAL** section, select "I am the PI".

5. Click **Save.** If there are mandatory questions that you have not filled in, a pop-up appears.

6. Check the **Locked** field when completed.

7. Click **Submit**. You will receive an email indicating the report has been submitted to your supervisor for approval.
Your supervisor will then have to forward it
 to the REB Office.