

How to Create and Submit a Termination Report

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

Anyone with edit access on the study can create and submit a termination report.

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 **'Termination'** from the flyout menu. The termination form opens.

NOTE:

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

5. Fill out the termination form.
6. Click **Save**. A pop-up will appear if all mandatory questions have not been completed.
7. Check the **Locked** button.
8. Click **Submit**. You will receive an email indicating that this has been submitted to your supervisor for approval. Your supervisor will then have to forward it to the REB Office.

Results found: 38

20 items per page

Drag a column header and drop it here to group by that column

Record Number	Record Creation Date	Principal Investigator (McGill)	Record Title
89-0911	09-Sep-2011 04:12 PM	Wayne, Bruce	BW - legacy test--The effectiveness of library marketing campaigns: who comes and how do they hear about it?
21-06-019	22-Jun-2021	Wayne, Bruce	Reviewing Student guide on 22-Jun-2021 10:54 AM
21-06-017		Wayne, Bruce	New Protocol Created for Bruce Wayne on 21-Jun-2021 1:03 PM
21-06-015			and type your study title
21-06-012			ent on 15-Jun-2021 9:47 PM
21-06-009	15-Jun-2021		Protocol Created for Bruce Wayne on 15-Jun-2021 10:52 AM

Close Print Form History Save Submit Locked Validate

Termination Updated By: Bruce Wayne 22-Jun-2021 02:58:37 PM

Page 1 All Pages

PAGE 1

REB File # 21-06-012

Study Title
BW student on 15-Jun-2021 9:47 PM

Principal Investigator Wayne, Bruce
Email lynda.mcneil@mcgill.ca
Department Office of Sponsored Research

Research Ethics Board Office Study Termination Form

An end of study report is required for all studies at study completion/termination. A study can be closed when all data collection has been completed and there will be no further contact with participants. Studies involving secondary use of data can be closed when all secondary data materials have been received.

* 1. Have there been any study modifications made that **were not reported** to the REB?
 Yes No

* 2. Have there been any unanticipated issues or adverse events that **were not reported** to the REB?
 Yes No

* 3. Did any participants withdraw from the study/were withdrawn by the researcher or were there any complaints from participants or other parties?
 Yes No

* 4. Indicate the study completion date:

* I confirm that all participant recruitment and data collection has been completed as of the date indicated above.

Please upload any relevant documents below. [Add New](#)

When completed, lock and then click Submit to forward the form to the REB Office.