How to Review Your Student's Submission – for faculty supervisors

<u>**SUBMISSION**</u>
As a student's supervisor, you must review and approve your graduate student's application before submission to the REB Office. This applies to new applications, new amendments to an approved application, continuing reviews (renewals),reportable new information report. Once the student completes and submits the new submission to you electronically, you will receive an email with the following subject line: **Protocol Number: **-**-*** - Supervisor Review Required.**

NOTE: It is advised that you review the student's application before they submit it to you through the eRAP system. Once the student has listed you as the supervisor on the application you can access the application anytime.

Log into eRAP with your McGill credentials- https://infoed.is.mcgill.ca.

Click on the "Things To Do" tab. You will see the application referenced in the email. The heading Supervisor Review Required is displayed. Click the record number to open the application.
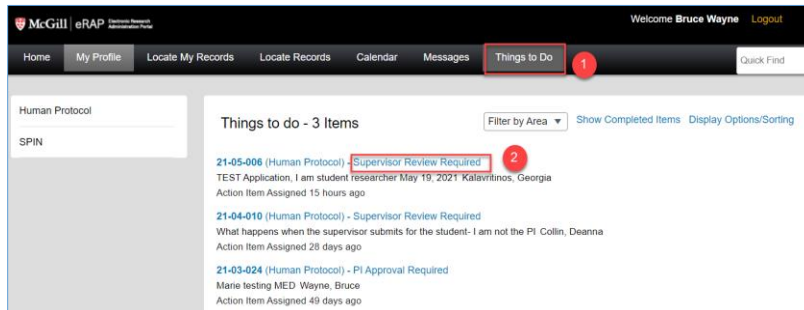
There are then several options to choose.

1.After review, approve the application as is and forward it to the REB Office. To do this, click on "My Assignments" tab on the left menu. The text in "My Assignments" is a repeat of the email you received. At the bottom of the page, you will see "Next Step/Decision" dropdown box. Choose "REB Intake Required (REB)". Then, click "I am done" **I am done**.

2.You may decide that modifications are needed before sending to the REB. This can be done in three ways.
a) ***** Recommended***** You can tell the student (e.g., via email, in person) to go in and make the required modifications without you having to route it back to the student. They must let you know when the changes have been completed. When satisfactory, go back to the record, click on "My Assignments" tab on the left menu. At the bottom of the page, you will see "Next Step/Decision" dropdown box. Choose "REB Intake Required (REB)". Click "I am done" **I am done**.

b) Send it back electronically to the student to make modifications. To do this, click on "My Assignments" tab on the left menu. At the bottom of the page, you will see "Next Step/Decision" dropdown box. Choose "Modifications Required (Student)". Click "I am done" **I am done**. You must communicate your recommendations to the student directly (e.g., via email, phone, in person).

c) As supervisor, you have edit ability so you can make any changes yourself. To do this, you must uncheck the Locked [Locked ✔] tab. Once you have made the required changes, click Save [Save] , then check the Locked [Locked ✔] tab. If revising any uploaded documents, the previous version must be deleted and replaced with the new version. Documents must be uploaded as individual files. When the required modifications are done, you will then forward to the REB. Click on "My Assignments" tab on the left menu. At the bottom of the page, you will see "Next Step/Decision" dropdown box. Choose "REB Intake Required (REB)". Click "I am done". [I am done] .

The assignment Supervisor Review Required will be removed from "Things To Do" once the supervisor has forwarded the submission to the REB.
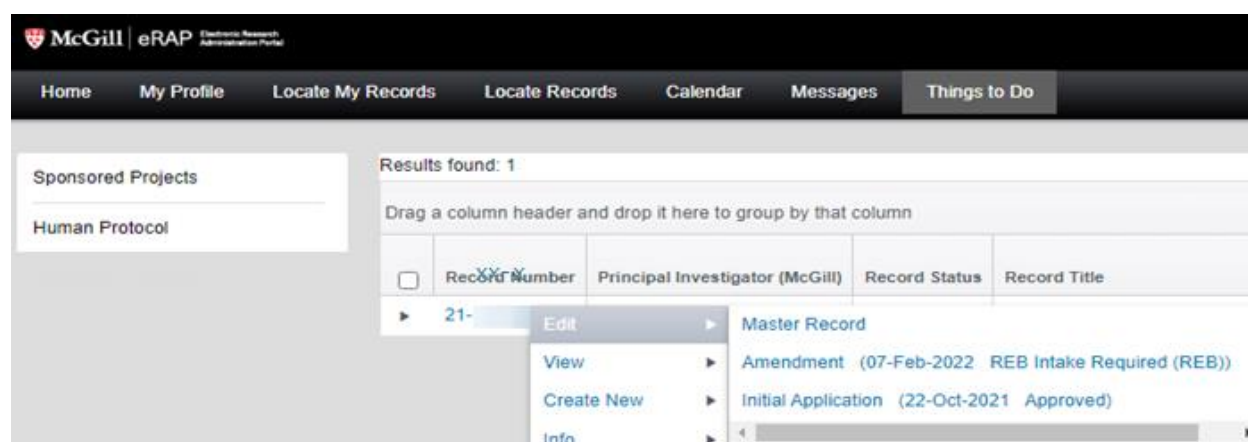
NOTIFICATIONS

As the student's supervisor, you will be copied on all review notifications sent to the student. Your approval through eRAP as described above only applies when a student submits a new request. When the student is revising an application in response to an REB review, the student does not send the modified application to you for review and approval through eRAP**.** It is expected that the student will consult with you (you are able to access the application) before submitting their revisions back to the REB Office. You will also be notified when the submission has received final approval.

VIEW THE APPLICATION STATUS

You can view the status of the application any time by going to the "Locate Records" tab on the eRAP home page. Filter as needed (PI name, study title, study file number, etc.)
To see where a protocol is in the review process you click on the record number and select "Edit" from the flyout menu. All submissions for this application will display, along with their current status.