

## What is eRAP?

eRAP stands for: **E**lectronic **R**esearch **A**dministration **P**ortal

Ethics review and approval of research involving humans must be obtained before any recruitment or data collection occurs. eRAP is an online tool to facilitate this process.

## Recommended Configuration

1) Windows Desktop and Notebook Computers	2) Mac MacBook and iMac
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The use of mobile devices (iPad, Android tablets, etc.) is not recommended.

## Recommended Internet Browsers

1) Google Chrome 	2) Mozilla Firefox 
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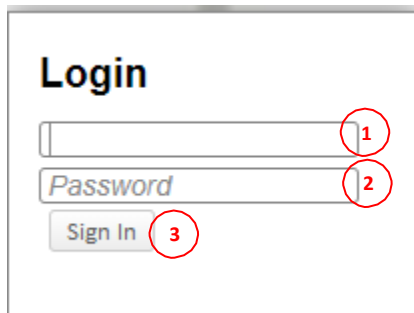
Don't have Google Chrome or Mozilla Firefox? You can download them from the following website:

- 1) Google Chrome: <https://www.google.com/chrome/>
- 2) Mozilla Firefox: <https://www.mozilla.org>

The use of Microsoft Internet Explorer, Microsoft Edge and Opera is not recommended.

## eRAP URL

<https://infoed.is.mcgill.ca/>



**Login**

1


2

3

## Log in

1. Enter your **McGill Username**
2. Enter your **McGill Password**
3. Click **Sign In**.

## Log out

1. Click  from the top-right of the screen.

## Dashboard

The screenshot shows the eRAP dashboard interface. At the top left, the McGill eRAP logo is visible. The navigation bar includes links for Home, My Profile, Locate My Records, Locate Records, Calendar, Messages, and Things to Do. A search bar is located at the top right. The main content area displays a 'Human Protocol' tab (callout 1) and a 'Things to do - 19 Items' section (callout 2). The user's name 'Peter Parke TEST' and a 'Logout' button (callout 6) are in the top right corner. Other callouts include '19-09-049 (Human Protocol) - PI Approval Required' (callout 3), 'Marie Testing My Assignments TEST, Peter Parke' (callout 4), and 'Action Item Assigned 5 days ago' (callout 5).

- 1 Human Protocol**  
Click **Human Protocol** to create a New Initial Application.
- 2 Things To Do**  
Items that require an action from you will be displayed in this section.
- 3 Locate My Records**  
Click to list all the research projects for which you are the principal investigator (PI).
- 4 Locate Records**  
Click to list the project(s) for which you are a member of the research team.
- 5** Your name is displayed here.
- 6** Click **Logout** to quit eRAP.

## My Profile

The screenshot shows the navigation bar of the eRAP system. The 'My Profile' tab is highlighted with a red oval, indicating it is the current active section. Other tabs include Home, Locate My Records, Locate Records, Calendar, Messages, and Things to Do.


The “**My Profile**” tab shows General Information about you (your name, email address, department, etc). We recommend that you don’t modify any information here. To correct an error contact, [erapsupport@mcgill.ca](mailto:erapsupport@mcgill.ca)





## Upload a file

You will have to upload several documents (e.g. scientific review, study documentation). It is recommended to format the documents into PDF format before uploading them. To upload:

1. Click **Add New**.

The screenshot shows the 'Document Uploads' form. Callout 1 points to the 'Add New' button. Callout 2 points to the 'File Name' input field. Callout 3 points to the 'File Upload' button, which includes a folder icon.

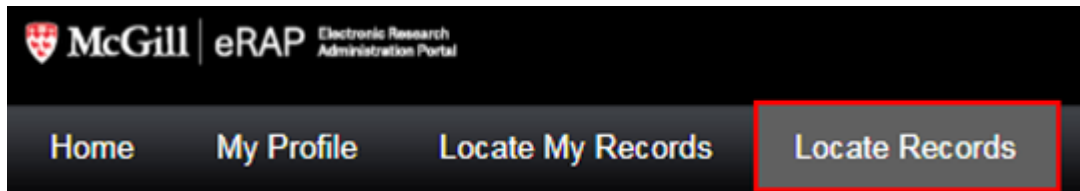
2. **File Name:** Type a clear description and version date for the document that you are about to upload.
3. **File Upload:** Click the icon  to upload a file. A new window opens. Click on **Choose File** to select a file on your computer.

4. Click **Upload**. New icons will appear: . The glasses icon  lets you view your document. If you picked the wrong document, click  to delete the document. Click  to upload a new document.

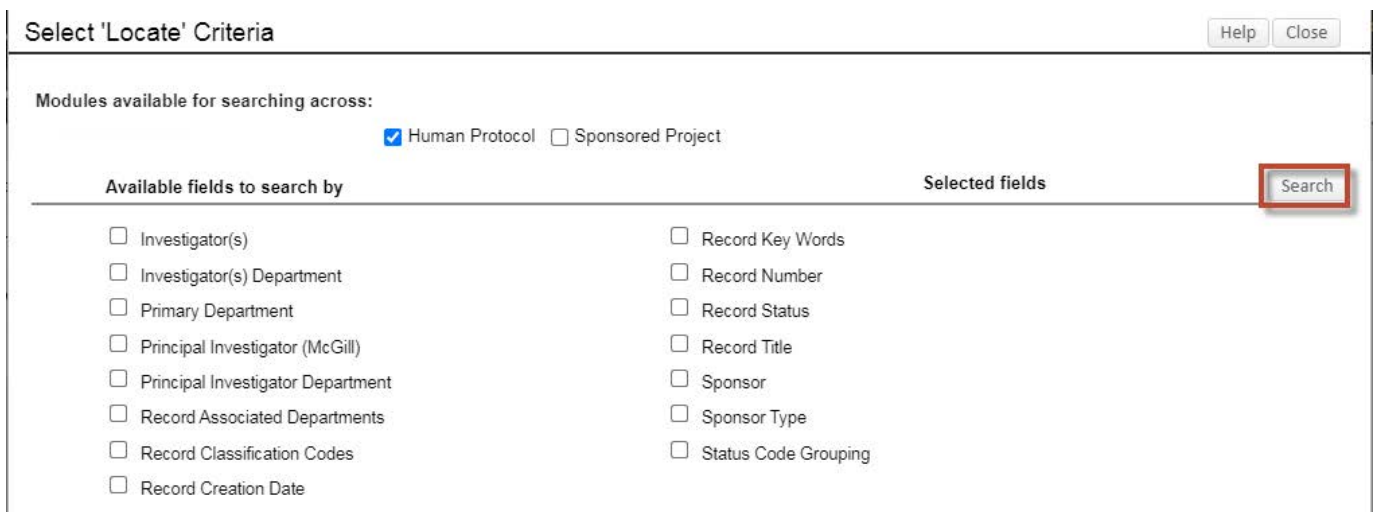
## Application Status

You can check on where your application is in the review process as follows. This will work for any application on which you are listed as having Edit Access.

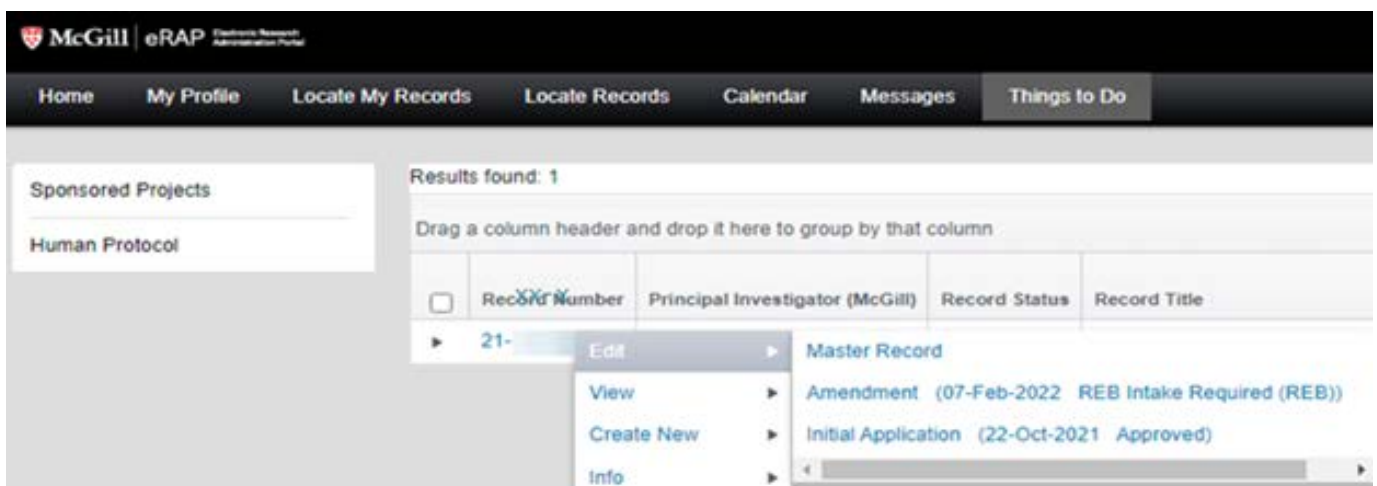
1. Click on the 'Locate Records' tab.



2. From the "Search 'Locate' Criteria" screen, you can apply filters as necessary to locate the study. eg. select Human Protocol module at the top of the page. For search fields you could use PI name, study title, file number, etc. Then click on "Search".

The image shows the 'Select 'Locate' Criteria' screen. At the top right, there are 'Help' and 'Close' buttons. Below the title, it says 'Modules available for searching across:' followed by two radio buttons: 'Human Protocol' (which is checked) and 'Sponsored Project'. Below this, there are two columns of search criteria: 'Available fields to search by' and 'Selected fields'. The 'Available fields to search by' column includes: Investigator(s), Investigator(s) Department, Primary Department, Principal Investigator (McGill), Principal Investigator Department, Record Associated Departments, Record Classification Codes, and Record Creation Date. The 'Selected fields' column includes: Record Key Words, Record Number, Record Status, Record Title, Sponsor, Sponsor Type, and Status Code Grouping. A 'Search' button is located at the bottom right of the form, highlighted with a red box.

3. From the results page, locate the record for which you wish to learn the review status. Hover over the record number with your mouse. From the flyout menu, select "Edit". All of the submissions associated with that record number will appear, along with their current status.

The image shows the search results page. At the top, there is a navigation bar with tabs: 'Home', 'My Profile', 'Locate My Records', 'Locate Records', 'Calendar', 'Messages', and 'Things to Do'. Below the navigation bar, there is a sidebar on the left with 'Sponsored Projects' and 'Human Protocol' (which is selected). The main content area shows 'Results found: 1'. Below this, there is a table with columns: 'Record Number', 'Principal Investigator (McGill)', 'Record Status', and 'Record Title'. The first row shows a record number '21-'. A flyout menu is open over the record number, showing options: 'Edit', 'View', 'Create New', and 'Info'. The 'Edit' option is highlighted. Below the flyout menu, there is a list of submissions: 'Master Record', 'Amendment (07-Feb-2022 REB Intake Required (REB))', and 'Initial Application (22-Oct-2021 Approved)'. The 'Initial Application' submission is highlighted.