eRAP Quick Guide-for Student Principal Investigators
Create and Submit a New REB Application

IMPORTANT NOTE: These instructions only apply to applications being submitted to the REB Office that administers REBs 1,2,3,4. Please see https://www.mcgill.ca/medhealthsci-researchethics/ for submission to the medicine REB.

1. Log in to eRAP using your McGill username and password at https://infoed.is.mcgill.ca.

2. Select **Human Protocol**. Then select **Create New Human Protocol** and click Continue. This will open the application form window.

3. Before filling out the application, read the **Instructions** section at the top of the form. Remember to regularly [Save] your progress (top-right corner).

4. In the **General Information** section, **Protocol #** is automatically assigned. For **Study Title**, remove the pre-populated text and type in the title of your study.

5. If you answer "Yes" to affiliation with the Faculty of Medicine and Health Sciences, or to the question regarding study funding from DHHS, DOD, NIH, NSF, FDA or to the use of medical procedures, interventions, genetic testing or use of tissues, you will be directed to the IRB Medicine form. The rest of this guide will not apply.

6. Once you indicate your student status, you can add your supervisor in the **Faculty Supervisor &Student PI Access** section using the [Add New] button. Only add one supervisor. A co-supervisor can be listed in the Research Personnel section.

8. Complete the application form. Questions with an asterisk are mandatory. Remember to upload all supporting documents (e.g. recruitment ads, consent forms, surveys, etc.) in the relevant sections of the application.

9. To save your application for later completion, click **Save** at the top of the form. To find your application later, log back in to eRAP and search for your protocol using **Locate My Records** or the **Quick Find** box entering your protocol number or study title.

10. When ready to submit
a. Click on the **Submission Approval** tab and select "I am the PI'.
b. Click **Save**.
c. Click the checkbox for the **Locked** field. [Locked ☑]. A message will appear if mandatory questions have not been completed.
d. Click **Submit.** Your application will then be forwarded to your supervisor for final approval. The supervisor will then be responsible for submitting the application to the REB.

For technical assistance with eRAP, contact erapsupport@mcgill.ca or call 514-398-7394.

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