Submitting an Ethics Summary Protocol Form – Using the ConRAD System

***At the application stage not all fields are needed. Only the items highlighted in bold need to be completed when submitting an ethics application.***

Log into *My Concordia Portal* using your *NetName and Password*

Choose Research and Innovation from the menu

Under “Apply New” open a **Summary Protocol Form (SPF)**

Tab 1 (Project Info) add the **project title** and **funding sources** (where applicable).

Tab 2 (Project Team Info.) add additional **team members**, if applicable. *If your co-applicant cannot be found in the list, continue on and the information will be added once the application is reviewed by the OOR.*

Tab 3 (Attachments) attach a **PDF of the completed SPF as well as all other required documents**. Please note that the system has a file size limitation of 5MB. You may need to attach the documents in multiple files depending on the size.

The Errors page *will only be visible* if you have missed any questions that must be answered. Verify and complete what is missing.

Once all errors are cleared, you may now *submit the form* by clicking on the yellow button



*Some Common Issues and Ways to Resolve Them:*

If you are unable to access ConRAD at all (either nothing happens or you experience a timeout while trying to reach ConRAD):

* Are you working off campus? Then you will need to use Concordia’s VPN system in order to access ConRAD <https://www.concordia.ca/it/services/vpn.html>
* Contact IITS if you have any problems setting up the VPN: Call ext. 7613 or email [help@concordia.ca](mailto:help@concordia.ca)
* To avoid issues use the following browsers **Firefox** or **Chrome**, the system does not work well with *Safari*.

If you are working on an application and are having trouble submitting

* Do you see the “Research and Innovation” menu item in the MyConcordia Portal?
* Time out issues are caused when you are away from MyConcordia Portal screen for any length of time.
* Is the application locked? Take note of the “Application Reference Number”
* Are you missing an affiliation or your email address?

We can resolve any of the above problems for you, contact us by email at [ConRad@algol.concordia.ca](mailto:ConRad@algol.concordia.ca) or call 848-2424 ext. 7320.