

Frequently Asked Questions

What is ConRAD?

ConRAD (the Concordia Research Administration Database) is a new tool that has been recently implemented by the Office of Research. It is an e-submission system designed to streamline research-related administrative processes.

How do I find it?

Log in to [MyConcordia](#) - a link to ConRAD is located under "Research and Innovation". This link will bring you directly to your personal homepage.

What can I do with it?

ConRAD lets you submit internal research documents electronically (grant submission forms, UROs, compliance applications, etc.). If you are a committee member or signing authority, you can also access, review, and approve applications electronically through the system.

Which forms are available in ConRAD?

Currently available forms include the Grant Submission Form (GSF), URO, Summary Protocol Form (SPF), & Animal Use Summary Protocol Form (AUSPF). More will be added over time.

Why should I use it?

ConRAD is designed to save two valuable resources: namely, time and paper. This system captures all of your research activity over time, providing you with a comprehensive record of all your research initiatives. Even documents (full grant

applications, consent forms, etc.) can be housed in the system for quick and easy future reference. Post-approval activities, such as compliance annual report submissions and extension requests for internal awards, can also be submitted online.

Can I still submit paper forms to the OOR?

Yes, the old paper-based forms will remain available until further notice. However, ConRAD significantly simplifies the submission process so we encourage all researchers to log in and explore the system.

Can I access ConRAD from off-campus?

Currently, direct ConRAD access is restricted to Concordia's Loyola and SGW campuses. To access from off-campus, **you will need to connect through the VPN**. Instructions can be found on the [IITS website](#).

Where do I go for support?

For **ConRAD-related questions**, please send an email to conrad@algol.concordia.ca.

For **VPN-related support**, contact the IITS Service Desk at 514-848-2424 ext. 7613 or by email at help@concordia.ca.