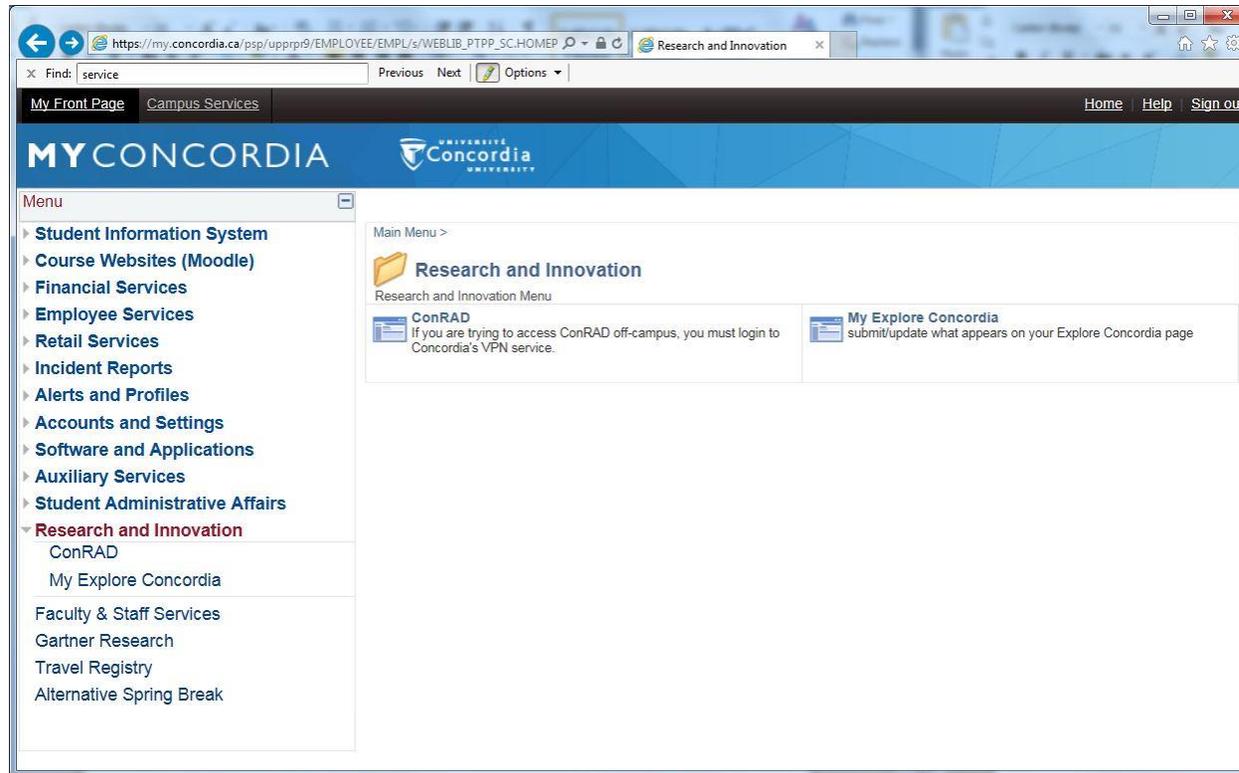


How to Submit Studies for Human Research Ethics Review via ConRAD

How to submit for initial review

- 1) To access ConRAD, log into the MyConcordia portal and click on the “ConRAD” link under the “Research and Innovation” menu item



2) Once connected to ConRAD click on the “APPLY NEW” menu item

The screenshot shows a web browser window with the URL <http://conrad.concordia.ca/ROMEO.Researcher/Researcher/HomePage/HomePage>. The page is titled "ROMEO - Researcher Portal" and is powered by "Process Pathways". The user is identified as "Matthew (Outside) Adie". The navigation menu includes "Home", "My Profile", "Contact Us", "Help", and "Logout". The main header features the "Concordia University Office of Research" logo. A secondary navigation menu includes "APPLY NEW", "News", "Useful Links", and "Settings".

The main content area is divided into two columns based on the user's role:

| Role : Principal Investigator | Role: Project Team Member |
|---|---|
| Applications (Saved - Not Submitted) (3) | Applications (Saved - Not Submitted) (0) |
| Applications (Submitted - Requiring My Attention) (0) | Applications (Submitted - Requiring My Attention) (0) |
| My Reminders (0) | My Reminders (0) |
| Applications (Submitted - Under Review) [Click here...] | Applications (Submitted - Under Review) [Click here...] |
| Applications (Submitted - Post Review) [Click here...] | Applications (Submitted - Post Review) [Click here...] |
| Applications (Withdrawn) [Click here...] | Applications (Withdrawn) [Click here...] |

3) In the Human Ethics Research Committee (HREC) section click on the “HREC: Summary Protocol Form (SPF)” link

The screenshot shows a web browser window with the URL <http://conrad.concordia.ca/ROMEO.Researcher/Researcher/HomePage/ApplyNewF>. The page header includes the text "Office of Research" and navigation links: "APPLY NEW | News | Useful Links | Settings".

New Application Forms

Office of Research (OOR)

| Application Name | Description | Status |
|---|--|--------|
| Grants Unit: Grant Submission Form | To be completed for all grant / award applications | Open |
| Aid to Research-Related Events Program | VPRGS Aid to Research Related Events, Publication, Exhibition and Dissemination Activities Program | Open |
| Team Start-up/Accelerator Grant Program | VPRGS Team Grant Form | Open |
| Facility Optimization Program | VPRGS Facility Optimization Program | Open |
| Individual Seed/Accelerator Funding Program | VPRGS Individual Seed/Accelerator Funding Program | Open |

Animal Research Ethics Committee (AREC)

| Application Name | Description | Status |
|--|---|--------|
| AREC: Animal Utilization Summary Protocol Form | The Animal Utilization Summary Protocol Form (AUSPF) must be submitted to, and approved by, the Concordia University Animal Research Ethics Committee (UAREC) prior to beginning any research or teaching involving animal use. | Open |

Human Ethics Research Committee (HREC)

| Application Name | Description | Status |
|-----------------------------------|---|--------|
| HREC: Summary Protocol Form (SPF) | The Summary Protocol Form (SPF) must be submitted to, and approved by, the University Human Research Ethics Committee (UHREC) prior to beginning any research involving human participants. | Open |

- 4) In the "Project Info" tab fill out the "Title" field. If your research has been funded click on the "Search" button and select the appropriate funding source. If there is more than one funding source repeat the process. Please leave the other fields blank.

The screenshot shows a web browser window with the URL <http://conrad.concordia.ca/ROMEO.Researcher/Researcher/Forms/ApplicationForms/ApplicationForm>. The page is titled "Application Form: HREC: Summary Protocol Form (SPF)" and is for "Application Ref No: 6041". The user is logged in as "Matthew (Outside) Adie".

At the top, there are buttons for "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". Below these are tabs for "Project Info", "Project Team Info", "Attachments", "Approvals", "Logs", and "Errors". The "Project Info" tab is active.

The "Project Info" section contains the following fields:

- Title ***: A large text input field.
- Start Date**: A date input field with a calendar icon.
- End Date**: A date input field with a calendar icon.
- Keywords**: A dropdown menu with an "Add" button next to it.
- A large text area with a "Clear all" button next to it.

Below the "Project Info" section is a "Related Awards" section. It contains the following text:

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have been awarded, research funding, click 'Search' to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

There is a "Search" button and a table with the following columns: Award #, Title, Award Status, PI Last Name, PI First Name, Sponsors Summary, and Notes. The table currently displays "No records to display."

5) Please verify your personal information on the "Project Team Info" tab. It is not necessary to add "Other Project Members" at this point.

The screenshot shows a web browser window with the URL <http://conrad.concordia.ca/ROMEO.Researcher/Researcher/Forms/ApplicationForms/ApplicationForm>. The browser tabs include "ROMEO - Researcher Portal". The page has a navigation bar with buttons: Save, Close, Print, Export to Word, Export to PDF, and Submit. Below the navigation bar are tabs for "Project Info", "Project Team Info" (which is active), "Attachments", "Approvals", "Logs", and "Errors".

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

Change PI **Refresh**

Prefix: **Last Name:** **First Name:**

Affiliation:

Rank: **Gender:** **Institution:**

Phone1: **Phone2:**
Email: **Fax:**
Primary Address: **Alternate Address:**
Preferred Address: Primary Address Alternate Address **Country:**

Comments:

- 6) Carefully read the instructions found on the "Attachments" tab and prepare the necessary documents. You will find forms available to download at the bottom of the instructions.

The screenshot shows a web browser window with the URL http://conrad.concordia.ca/ROMEO_Researcher/Researcher/Forms/ApplicationForms/ApplicationForm. The page is titled "Powered by Process Pathways" and "Welcome: Matthew (Outside) Adie". The application reference number is 6041, and the form is identified as "Application Form: HREC: Summary Protocol Form (SPF)".

Navigation buttons include Save, Close, Print, Export to Word, Export to PDF, and Submit. The "Attachments" tab is selected in the navigation menu.

Please attach the following items:

Mandatory:

- Summary Protocol Form (template is available below; if the study has already received ethics approval from another institution, the ethics submission and certificate of approval from that institution may be submitted instead)
- Consent document (Consent form or conscript; instructions and English and French Templates are available below)

If applicable:

- Research instruments to be used, for example, questionnaires or surveys
- Recruitment materials such as advertisements or notices
- Debriefing script
- Scholarly Review Form (This form is required for greater than minimal risk research that has not already been reviewed for scholarly merit. For faculty research, funding from a granting agency with a peer review process is considered to be a review for scholarly merit; for student research, a successful defense of a thesis or PhD proposal is considered to be a review for scholarly merit.)
- Copy of any institutional approvals from organizations where the research is to be conducted, for example, school boards or non-governmental organizations
- List of resources to which participants can be referred if necessary

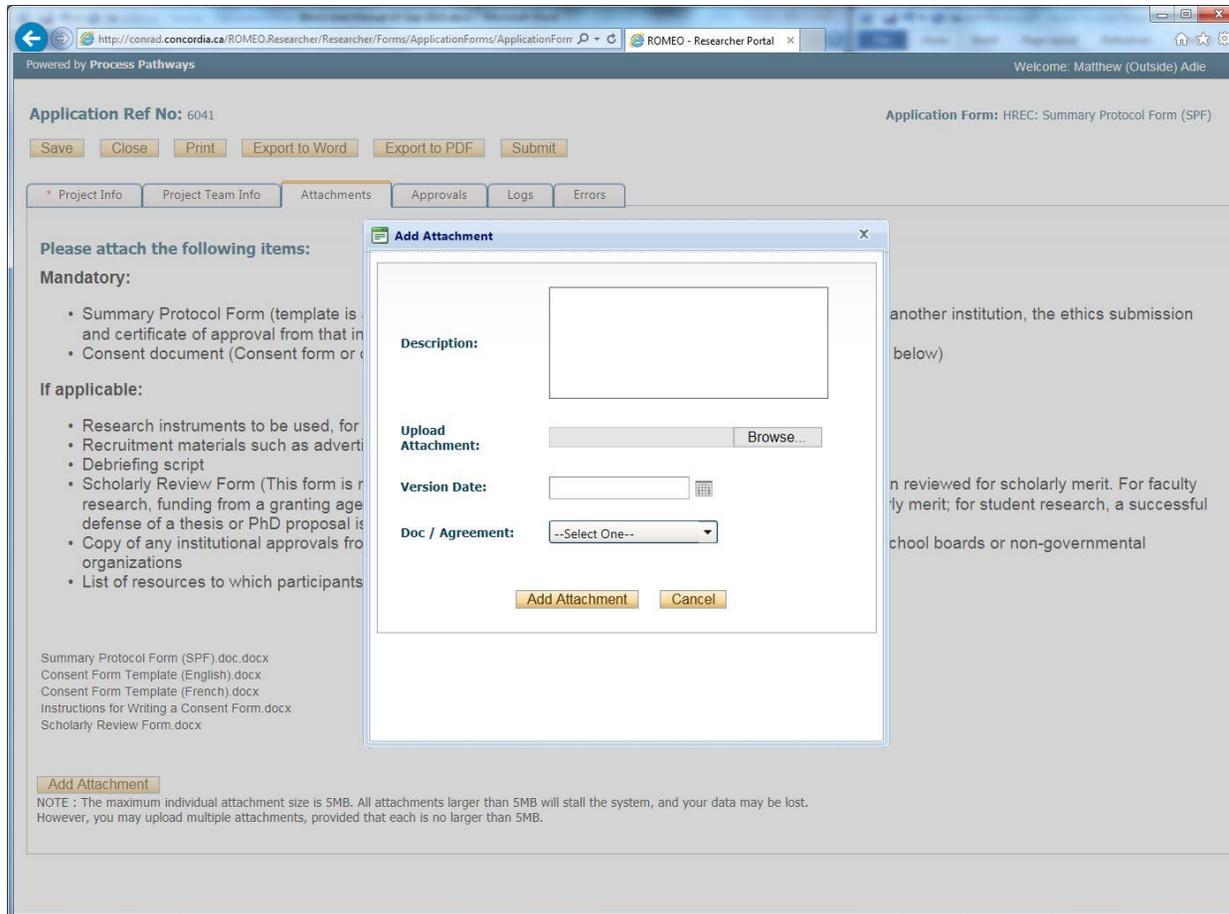
Downloadable templates and instructions are listed at the bottom:

- Summary Protocol Form (SPF).doc.docx
- Consent Form Template (English).docx
- Consent Form Template (French).docx
- Instructions for Writing a Consent Form.docx
- Scholarly Review Form.docx

An "Add Attachment" button is present, along with a note: "NOTE : The maximum individual attachment size is 5MB. All attachments larger than 5MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 5MB."

7) In order to upload your documents click on the “Add Attachment” button. Click on the “Browse” button and select the document you wish to upload. Leave the “Version Field” blank unless the document has a version date other than today’s date. Select a “Doc/Agreement” type and click the “Add Attachment” button.

Please attach each document individually, i.e. do not merge documents together.



- 8) Once you're finished click the "Submit" button. Please note that you will not be able to make additional changes after submitting. If you are not sure that you are ready to submit you may click the "Save" button and return to the protocol at a later date.