How to Submit Studies for Human Research Ethics Review via ConRAD

How to submit for initial review

1) To access ConRAD, log into the MyConconcordia portal and click on the "ConRAD" link under the "Research and Innovation" menu item
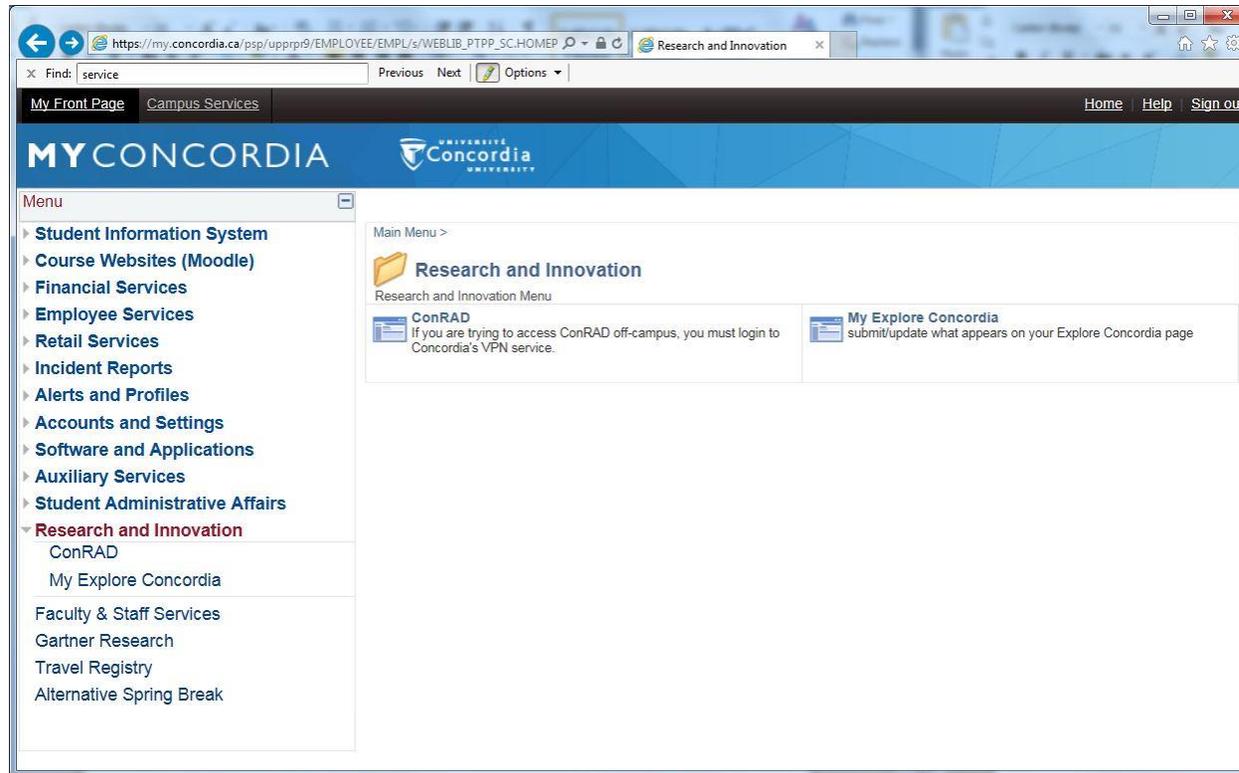
2) Once connected to ConRAD click on the "APPLY NEW" menu item

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

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.

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

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.

Within the screenshot:

Application Ref No: 6041

Application Form: HREC: Summary Protocol Form (SPF)

Save | Close | Print | Export to Word | Export to PDF | Submit

Tabs: * Project Info | Project Team Info | Attachments | Approvals | Logs | Errors

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

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

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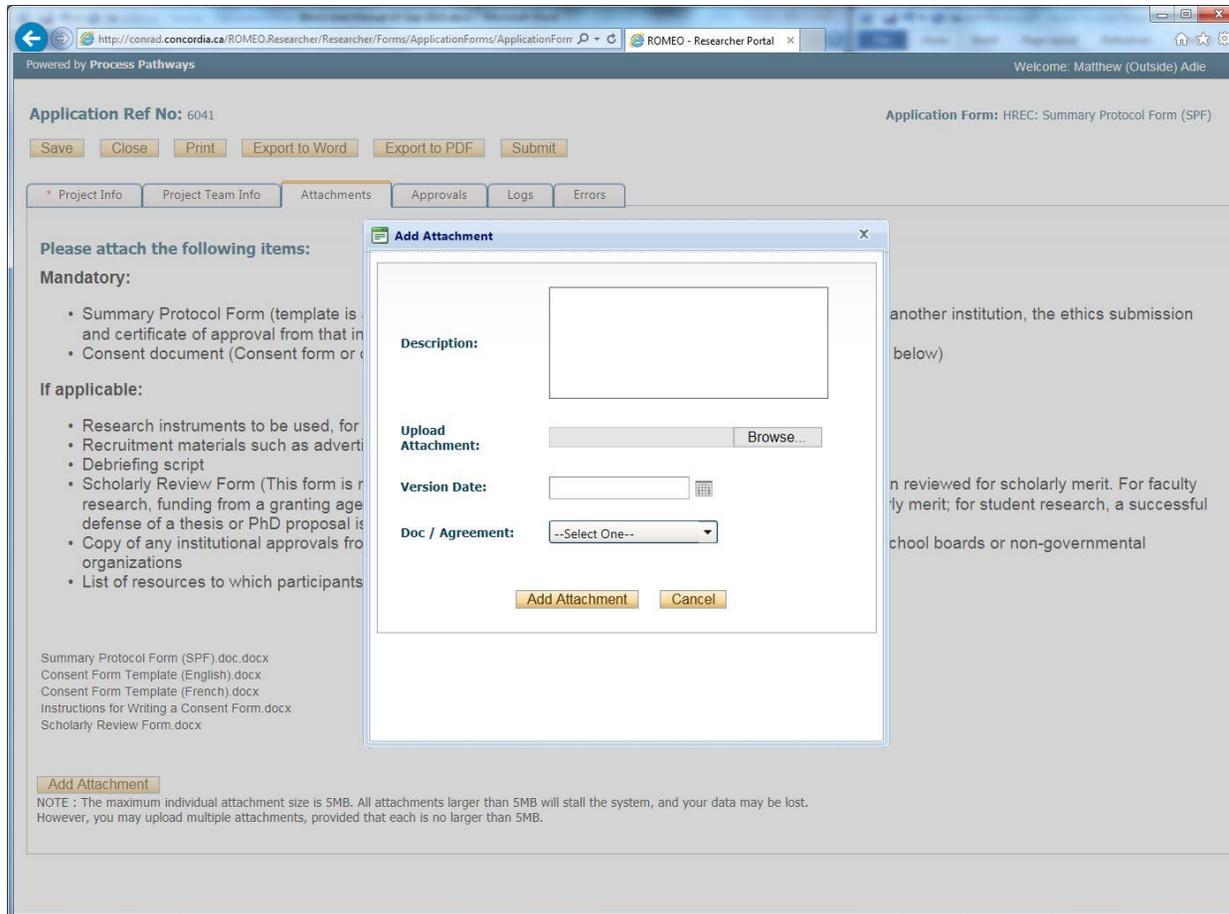
8) Once you're finished click the "Submit" button. Please note that you will not be able to make additional changes after submitting. If you are not sure that you are ready to submit you may click the "Save" button and return to the protocol at a later date.