Introduction to ConRAD

• ConRAD (the Concordia Research Administration Database) is an electronic research management tool which will replace existing internal paper-based forms (Grant Submission Forms, Summary Protocol Forms, etc.) in the Office of Research.

• Forms completed through ConRAD will be **routed electronically** for signature – no wet signatures required.

• ConRAD also creates a **Research Homepage** for researchers – all past, current, and pending research activity (including grant applications, compliance approvals, and agreements) is displayed in a concise format, making it easy to review your research history or track current activities.
Logging In

• ConRAD is accessible through the MyConcordia portal under “Research and Innovation”
• Once you click the ConRAD link, you will be brought directly to your personal homepage (no second login required).
This is the **Research Portal homepage**. All researchers have **Principal Investigator** and **Project Team Member** roles. If you are a committee member/reviewer and/or signing authority, you will have additional blocks on this page.

You can view all *current* research activity by selecting **“Applications (Submitted – Post Review)”**. You can also see any applications on which you were named as a *co-investigator* through **Role: Project Team Member**.
To return to your homepage at any time, select **Home** in the upper command bar.

To begin a new application, select **Apply New**.
This screen provides a list of all **currently available electronic application forms**. Forms can be added, deleted, or modified as required.

For this demonstration, we will review the **Grant Submission Form**.

### New Application Forms

**Office of Research (OOR)**

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Unit: Grant Submission Form</td>
<td>To be completed for all grant / award applications</td>
</tr>
<tr>
<td>Research Partnerships &amp; Innovation Unit: URO 101A</td>
<td>Internal Approval of Application for a Negotiated Grant</td>
</tr>
<tr>
<td>Research Partnerships &amp; Innovation Unit: URO 101</td>
<td>Internal Approval of Application for a Contract</td>
</tr>
</tbody>
</table>

**Human Ethics Research Committee (HREC)**

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HREC: Summary Protocol Form (SPF)</td>
<td>To be submitted for any project requiring human ethics certification</td>
</tr>
<tr>
<td>HREC: STUDENT Summary Protocol Form (SPF)</td>
<td>To be submitted for any STUDENT project requiring human ethics certification</td>
</tr>
</tbody>
</table>

**Animal Research Ethics Committee (AREC)**

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREC: Animal Utilization Summary Protocol Form</td>
<td>To be submitted for any project requiring animal care certification</td>
</tr>
</tbody>
</table>
The application is sorted by tabs for ease of navigation. Certain tabs, such as Project Team Info, are automatically pre-populated with your information.

The **Errors** tab will disappear when all required fields are complete.
Your information will appear in this screen **automatically** under Principal Investigator. You can also enter as many Project Team Members (co-investigators, research assistants, students, etc.) as necessary.
The best way to add team members to your file is to select “Retrieve Info” – all Concordia investigators (and many external investigators) will already be in the database, so try searching by name. If you can’t find your team member, you can always enter them manually on the main screen.
In ConRAD, “Sponsor” refers to the funding agency. Select “Add New” to specify the agency and program to which you are applying.

Note: Certain fields in the Sponsor Info section will be completed by an administrator. The next page illustrates which fields must be completed by researchers (see items circled in green).
To specify the agency, click “Agency” – ConRAD contains a master list of all funding agencies to which researchers have applied in the past. You can search by full agency name or abbreviation.

Based on your selection, a list of agency-specific programs will be automatically generated.

Enter only the fiscal year (use the current year) and the requested amounts. All other fields can remain blank.
This part of the application has been *customized specifically for Concordia* – you will notice that the content mirrors the paper-based GSF.
Documents can be uploaded and transmitted via the Attachments tab. Once a document is uploaded here it will remain stored in your file and you will be able to view it in the Research Portal, making it easy to reference past applications.
The Log tab tracks all activity on your file. This is particularly useful if a delegate/research assistant is preparing the GSF on your behalf.
When your application is complete, select “Submit”. This will initiate the electronic routing process – your application will be forwarded via email to the appropriate signing authorities for approval.
To exit a form *without submitting*, click **Save** or **Close**. If you select Close, you will still be asked if you want to save your changes.

**In-progress applications** are listed as **Applications (Saved – Not Submitted)** in your portfolio.

**Submitted applications** currently undergoing the approval process are listed as **Applications (Submitted – Under Review)**

**Submitted applications** that have been approved by your signing authorities are listed as **Applications (Submitted – Post Review)**
Once an application exists in the system, **Event Forms** can be used to update, modify, or renew the initial file.

**When would you use an Event Form?**

- **Renewals** for human ethics
- **Annual reports** for animal care
- **Extension requests** for INTERNAL awards (Seed, ARRE, etc.)
Event Forms: Selection

All available Event Forms are listed on this screen. *Reminders* may also be displayed for certain applications.

In this example, a reminder (and due date) appears for a human ethics renewal. We’ll select **HREC: Annual Report/Renewal** from the list of Event options.
Event Form: HREC Renewal

Event Forms are organized by tabs.

Clicking “Submit” will route the Event Form directly to the Office of Research.

Event data will feed into your original file, giving you a comprehensive history of all activity over time.
# Support

<table>
<thead>
<tr>
<th>System Issues</th>
<th>Content Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Having trouble submitting a form?</strong></td>
<td><strong>Not sure about overhead?</strong></td>
</tr>
<tr>
<td><strong>Is incorrect information listed in your profile?</strong></td>
<td><strong>Have questions about the review process or timelines?</strong></td>
</tr>
</tbody>
</table>

**Contact:**
- conrad@algol.concordia.ca

**Contact:**
- oor@alcor.concordia.ca (for awards)
- OOR.Ethics@concordia.ca (for compliance)
- Your research facilitator