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

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Description</th>
<th>Status</th>
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<tbody>
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<td>HREC: Summary Protocol Form SPF</td>
<td>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.</td>
<td>Open</td>
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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.
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.