

Submitting extra documentation for an active research project

Once a research project is approved and in progress, researchers will not be able to edit the original file; however, extra documentation like reports and declarations, requests for legal support, etc can be uploaded throughout the duration of the project. To upload a new file to a submitted project, you need to use the 'Event' feature. The Research + Industry Office has created a series of Event forms to facilitate the process.

Instructions:

1. Log in to the Researcher Portal
2. Click on the bar Role Principal Investigator or Role Project Team Member, as applicable to you, to expand the bar.
3. Click "applications post-review". A new window will open listing all your current projects.
4. Click on the Events button for the project you need to submit a report, declaration, etc. This button is to the left of the listed project.
5. A new window appears showing a table listing the Event forms. Please note that there is more than one page of forms. You might need to navigate to the following page to find the one you are looking for.
6. Click on the form you need.
7. Fill in the form as necessary.
8. If you are adding documents, please include a brief description in the first tab, in the Notes box, about the information you are submitting, then go to the attachments tab and upload your document.
7. Click Submit.

Please contact the Research + Industry Office if you need any assistance: research@ecuad.ca