

Submitting requested revisions for a previously submitted research project

When you submit a research project through the research portal, the file is reviewed by the Research + Industry Office administrators, or is forwarded for full review or delegated review as in the case of a REB application. The review can result in a request for further information or revisions made to the file. At this point, the file will be returned to the researcher to complete the revisions. Below are the instructions you must follow to complete requested revisions and re-submit the file:

Instructions:

1. Log in to the Researcher Portal
2. You will see that the bar Role Principal Investigator or Role Project Team Member, as applicable to you, is expanded with the following notice highlighted in red: *Applications requiring attention*.
3. Click on this red link. A new window will open listing all the projects you have that have been sent back to you for revisions.
4. Click on the Edit button for the project you need to make the requested revisions. This button is to the left of the listed project.
5. You can now work on the file to make the requested revisions and/or add further attachments.
6. Save the file often as you work! The system does not have an in-built, automatic save feature. If you leave the current session without saving, or forget to save and close the file and your session time runs out, the changes you have entered will not be saved.
7. If you are the PI of the project click Re-Submit.

IMPORTANT: Only the PI can re-submit. If the revisions have been added by a project team member, the project team member can save the file but cannot re-submit!

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