How to Submit Research Projects on Nagano

1

Launch Nagano

Preferred browser: Google Chrome.
Link to Nagano: https://nagano.muhc.mcgill.ca/

Have your research documents available on the computer you are using (protocol, consent forms, data collection tools, etc.)

2

Connect to Nagano

1. If you have submitted projects in eReviews in the past and/or have research privileges at the MUHC Research Institute, you will receive an e-mail as of May 24, 2016, with the instructions to connect to Nagano.

2. If you haven't received this e-mail, please check both your MUHC and McGill inboxes.

3. If you still haven't received this e-mail, please contact us at 514-934-1934, ext. 45123 or at info.nagano@muhc.mcgill.ca.

3

Create a new project

- To create a new project, go to "My projects" tab.

- Click on **NEW PROJECT** , fill out the mandatory fields and click on "Create".

- Back on the Research page, click on the "Form 11" that corresponds to your project.

4

Fill out all fields of form

For some of the questions, you will have to attach certain documents. Click on "Choose file" tab and attach requested document(s).

5

Signature

When you have completed the form and wish to submit a project, you must sign the form. If the person signing the form is not the principal investigator, then the "Commitment of the principal investigator" must be filled out and attached (see the "Commitment and Researcher Signature" section).

6

Submit

The project can be submitted once the form is filled out completely and there are no more orange triangles ▶ . (Orange Triangles indicate questions that must be filled out and the submit button will remain grey **SUBMIT** until questions are answered.)

To submit the project, go to the "My projects" tab and click on the **SUBMIT** button which is next to the project title.

Please note :

- Verify the status of your projects often in Nagano. The submission form (F11) could be reopened and you may have to continue filling it out if there is missing information or if additional documents must be attached to the form.
- Please keep your profile information up to date to make sure we are able to communicate with you.
- Other Nagano procedures are also available on the CAE website.