Transition from e-Reviews to Nagano: instructions to PIs

1. At time of first login to Nagano, PI must change password and update information in profile, particularly the following: prefix, email address, telephone number and service.
2. PI must check if he/her has access to all his/her ongoing projects. If this is not the case, PI must communicate with Nagano support group, ext. 45123 or by e-mail info.nagano@muhc.mcgill.ca.
3. For each project :
   - PI must add all users that need access to project.
   - PI can transfer "primary user" rights to his/her research coordinator if desired.

HOW PROJECTS IN TRANSITION WILL BE MANGAGED:

Status of project	PI responses	Science/Ethics approval	Site specific assessments (Feasibility)	Final authorisation
	Decisions will be communicated via…			
1) Project submitted in eReviews - If project not ready for review :	--	Email with pre-review changes AND Nagano form F11 to complete and submit	Nagano	Nagano
- If project ready for review	--	Nagano - Form F20 (letter following review) OR - REB Approval	Email from each site	Nagano
2) Project submitted and has received request for changes following Pre-review	PI to send by email to the REB coordinator	Nagano - Form F20 (letter following review) OR - REB Approval	Email from each site	Nagano
3) Project submitted - REB review done - Received Letter following Review - PI has not responded yet	Nagano: - Form F20 available in your project	Nagano - Form F20 (additional changes) OR - REB approval	Email from each site	Nagano

State				

4) Project submitted
- REB review done
- Received Letter following Review
- PI has responded
- REB response forthcoming
	--	Nagano
		  - Form F20 (additional changes)
		           OR
		  - REB approval
			Email from each site	VIA Nagano

5) Project submitted - Obtained REB approval or received REB approval from another institution (MP) - Waiting for SSA approvals	--	--	Email from each site	Via Nagano?
6) Project Authorised - Submitted continuing review (e.g., renewal, reportable event, etc.)	If changes, respond to Nagano F21b	Approval via email If changes required via Nagano F21b	If required by email	--
7) Project approval has lapsed for *less* than 60 days	PI must submit continuing review / annual renewal using Nagano F9	--	--	--
8) Project approval has lapsed for *more* than 60 days	--	Study has been closed	--	--