

**Frequently Asked Questions**

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| **Question 1** | ***Once the submission is completed, what should I do if I want to make changes?*** |
| **Answser 1** | Contact Nicole Dontigny to ensure that your project is not already in treatment. She will give you the necessary information to make your changes (514 345-4931, ext. 3819 or ethique@recherche-ste-justine.qc.ca).  |

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| **Question 2** | ***Is it possible for different people to insert documents simultaneously?*** |
| **Answser 2** | Yes. Everyone that has an access to a project can access the form to complete the different sections and add documents. |

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| **Question 3** | ***When I log into Nagano, which projects will I access?*** |
| **Answser 3** | You will have access to all your active and shared projects. |

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| **Question 4** | ***Where can I find the link to Nagano?*** |
| **Answser 4** | The link to Nagano is on the web site of the research center. From Sainte-Justine, you can use [http://nagano](http://nagano/_). Outside of Sainte-Justine, you need to use http://nagano.chusj.org |

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| **Question 5** | ***Who do I need to contact if I have a problem with Nagano?*** |
| **Answser 5** | Nicole Dontigny : 514 345-4931, ext. 3819 ethique@recherche-ste-justine.qc.ca |

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| **Question 6** | ***What is the recommended browser to use Nagano?*** |
| **Answser 6** | Microsoft Internet explorer (v9 v9 or above) were tested and guarantee the compatibility of the basic functions of Nagano. Safari has been tested sporadically and is functional. However, Google Chrome is the browser of choice for using Nagano. |

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| **Question 7** | ***Will I receive an email when I will need to fill a renewal form?*** |
| **Answser 7** | Yes, an email is sent to the email address linked to your Nagano account. |
| **Question 8** | ***Can I change the email address linked to my Nagano account?*** |
| **Answser 8** | Yes. By accessing your profile, you can add a second email address in the "preferred email" tab. This address will be used first. |
| **Question 9** | ***If I did not have time to complete the entire form, do I lose the filled fields?*** |
| **Answser 9** | No. Each section of the form is saved individually. Just click the button "save and continue" after each question. You can fill out the same form over several days / times of the day. |
| **Question 10** | ***Which committees are included in Nagano?*** |
| **Answser 10** | By now, CÉR and Scientific committee are included in Nagano. |

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| **Question 11** | ***Can I share my project with someone from another center?*** |
| **Answser 11** | You can only share your project with a user that has received an authorized access by the CHU Sainte-Justine. |

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| **Question 12** | ***When creating a project, I can say that my project is a multicenter project only if …*** |
| **Answser 12** | My project involves two centers or more in Quebec, including my establishment. |