

How to upload a project on ResearchX

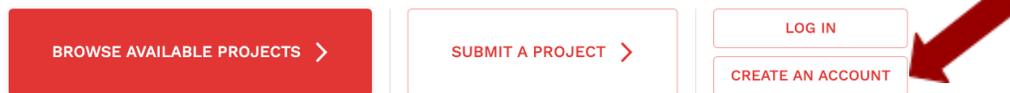
The following document was created to help PIs and Staff upload projects through our "ResearchX" platform.

Step 1: Go to **ResearchX.com** and click create an account



The home of your next big research project

ResearchX is a centralized research platform created for McGill medical students and residents to explore available research projects.



Step 2: Fill out the form and click **create an account**

Welcome to ResearchX! Please fill in the form below to create your account.

Name *

What is your academic background? (optional)

Please enter a brief bio (optional)

Please enter a link to a website or LinkedIn profile etc. (optional)

I'm not a robot

CREATE ACCOUNT

A large red arrow points to the "CREATE ACCOUNT" button at the bottom of the form.

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Step 3: Click on the home icon at the **top left of the screen** to bring you to the home page



Step 4: Click on submit a project

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Step 5: Fill out the appropriate details and **press on submit project** once completed

Please enter the information below to submit a project.

General Information

Title *

Description

Please enter a brief description of the project.

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, link icon, and search.

Time Commitment

Approximately how many weeks will this project last?

Time commitment (weeks)

Approximately how many hours per week will this take?

Time commitment (hours)

SUBMIT PROJECT

After your project has been uploaded

1. Once you upload your project, students will be able to apply to the project on the website.
2. You will receive an email notification every time a student has applied to your project and you can “accept” or “reject” students that have applied.
 - If you click ACCEPT = you and the student will be put in touch via email in order for you to further discuss the project and/or interview students. This does not mean the student has been chosen for the project yet; it just means that you are interested in speaking to them further. You can then discuss with students whether or not they are a right fit for your project.
 - If you click REJECT = the student will get an email saying that they have not been selected for the project.
3. You can post as many projects as you would like at any time of the year.
4. Projects will be removed from the website once the deadline to apply to the project has passed (i.e. the deadline you selected when posting the project). You may change the deadline at any point.
5. Once the deadline has passed, you will have an additional 10-day review period to look over the remaining applications.

Please do not hesitate to give us **Feedback** or reach out to researchxmed@gmail.com with any other **questions!**