

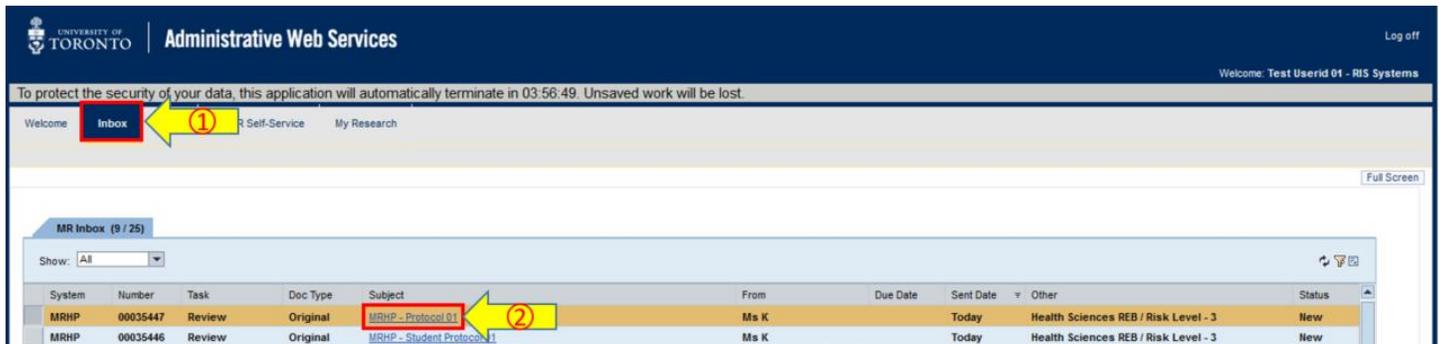
How do I review my Student PI's protocol?

- Supervisor will receive an email notification with a link to MRHP when a student/post-doc submits a protocol
- Supervisor will find the protocol for review in MRHP **Inbox** as a “Review” task
- Supervisors may not alter the protocol with the exception of Funding Information

Log into MRHP at <https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/>

Click on:

1. Inbox
2. Click on the protocol title in the Subject column to reach the Supervisor Review window. (If nothing happens when you click the button, please confirm that your browser pop up blockers are not on.)



The screenshot shows the MRHP Administrative Web Services interface. At the top, there is a navigation bar with the University of Toronto logo and the text "Administrative Web Services". Below this, a security warning states: "To protect the security of your data, this application will automatically terminate in 03:56:49. Unsaved work will be lost." The main content area shows a navigation menu with "Inbox" highlighted by a red box and a yellow arrow labeled "1". Below the navigation menu, there is a section titled "MR Inbox (9 / 25)". A table lists the inbox items with columns for System, Number, Task, Doc Type, Subject, From, Due Date, Sent Date, Other, and Status. The first row is highlighted in yellow and has a red box around the "Subject" column, which contains the text "MRHP - Protocol 01", with a yellow arrow labeled "2" pointing to it.

System	Number	Task	Doc Type	Subject	From	Due Date	Sent Date	Other	Status
MRHP	00035447	Review	Original	MRHP - Protocol 01	Ms K	Today	Today	Health Sciences REB / Risk Level - 3	New
MRHP	00035446	Review	Original	MRHP - Student Protocol 1	Ms K	Today	Today	Health Sciences REB / Risk Level - 3	New

In the Supervisor Review window you can do the following:

3. Display the Student PI's Protocol
4. Add or remove a Funding Source
5. “Approve” to send to the relevant Unit Head or “Return to PI” for revision

Supervisor Review

Task Application

Protocol Information

Protocol Number: 00035447
Protocol Title: MRHP - Protocol 01
Protocol Type: Original

Applicant Name: Ms K

SubmitType: Investigator
SubmitDate: 03.12.2017

 Display Protocol

3

Funding

Select all funding sources that apply

External Funding Administered U of T

 Add

4

App #	Sponsor/Program	Status	Peer Reviewed
 500352	Univ of Northern British Columbia	Awarded	<input type="checkbox"/>

Internal U of T Funding

Non-U of T Administered Funding

Unit Head

Name	Email
Dr F	
Dr B	

Undertaking

As the Faculty Supervisor on this project, my Approval testifies that I have reviewed and approve the scholarly merit of the research project and this ethics protocol submission. I will provide the necessary supervision to the student researcher throughout the project, to ensure that all procedures performed under the research project will be conducted in accordance with University, provincial and national policies and regulations that govern research involving human subjects. This includes ensuring that the level of risk inherent to the project is managed by the level of research experience that the student has, combined with the extent of oversight that will be provided by me and/or On-site Supervisor.

 Approve

 Save

 Return to PI

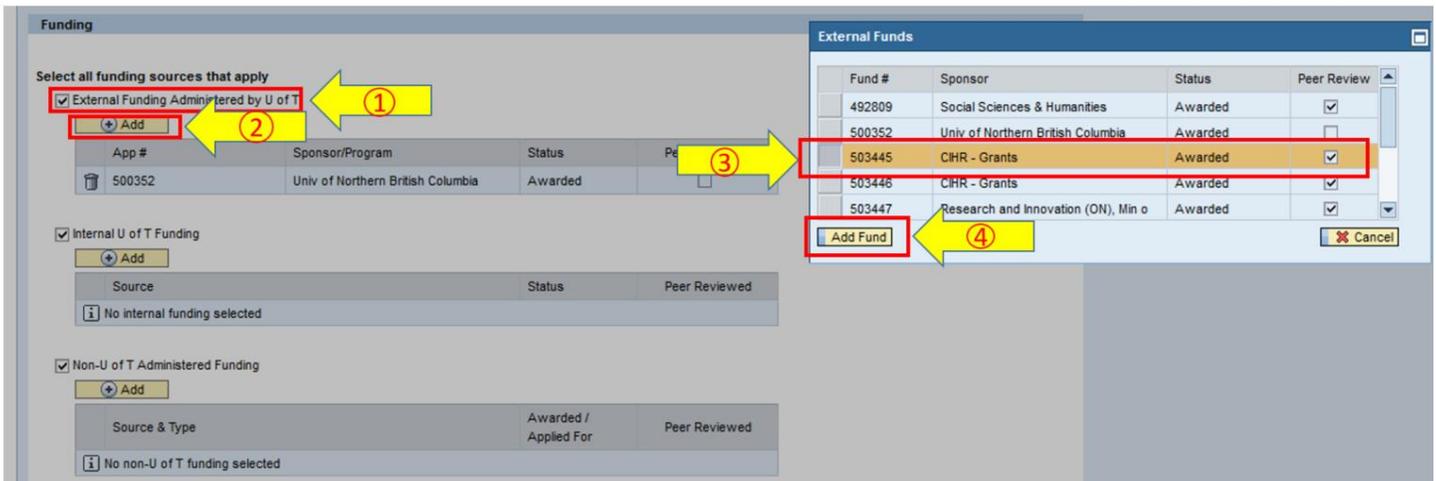
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To Add funding:

- If your student's research is being supported by your funding this information should be added on the supervisor's approval screen.

1. Select the funding source (check box)

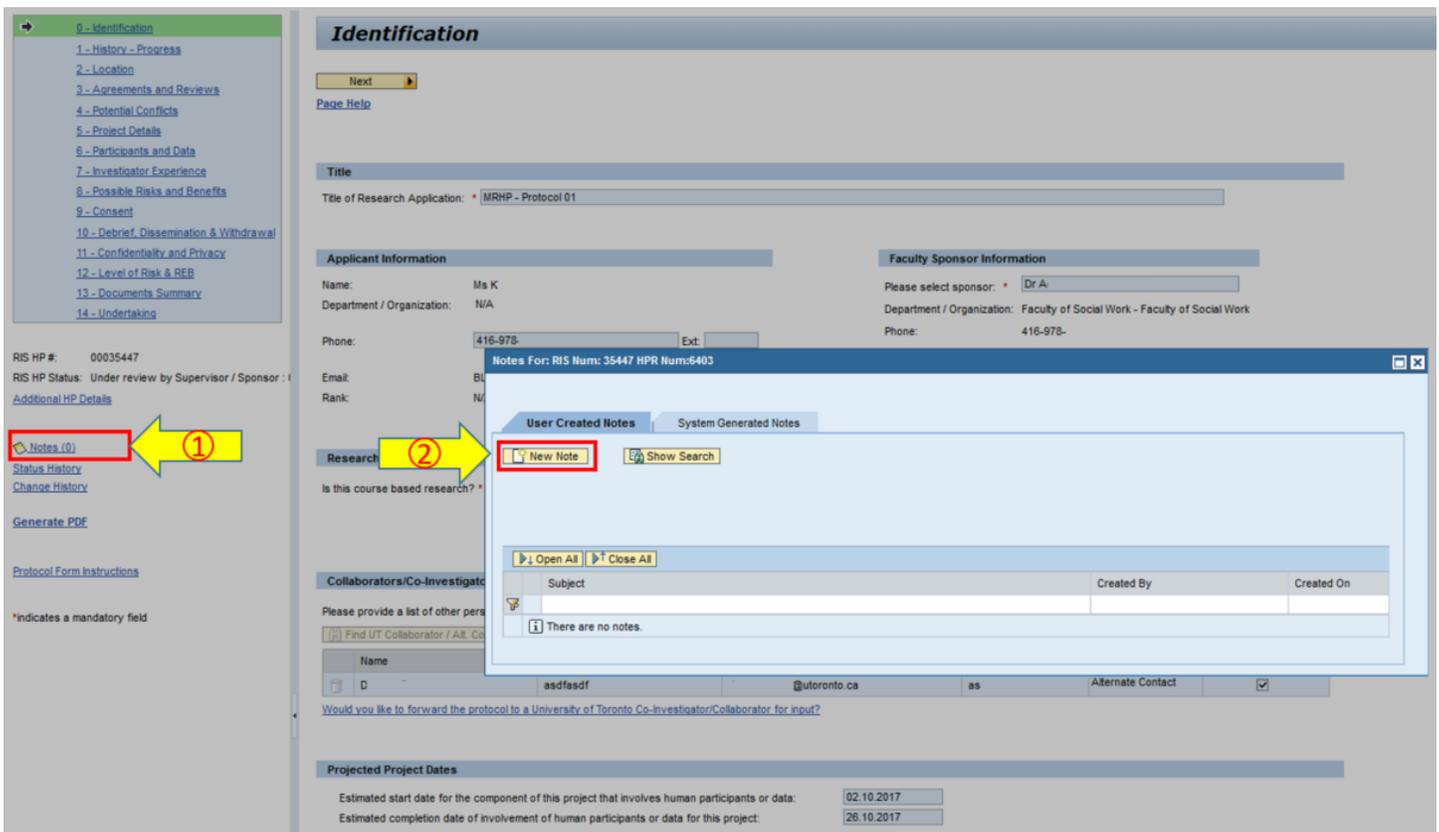
2. Click Add
3. In the pop up window select the fund by clicking on the Fund # (line is highlighted)
4. Click the Add Fund button



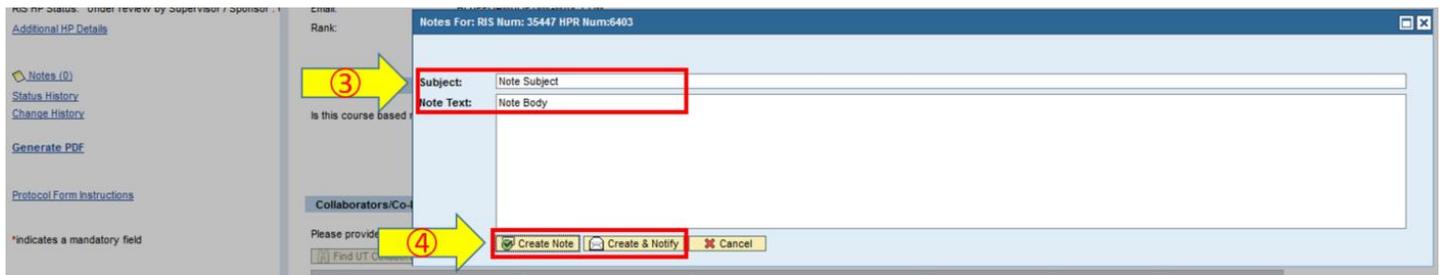
To add notes to the protocol click Display Protocol button

- Please be advised that Notes can be read by any user who has access to the protocol, e.g. a PI, a PIA, an REB member

1. Click Notes link
2. Click New Note



3. Fill in Subject and Note Text
4. Click Create Note or Create & Notify (to send a notification to another user that a note has been created)



Please contact the RAISE Helpdesk at 416-946-5000 or raise@utoronto.ca if you have any questions.